

## **We Are Juno CIC staff / volunteers: Privacy Notice**

This privacy notice tells you what to expect us to do with your personal information when you work for us.

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### **Contact details**

Telephone

0151 315 0648

Email

[hello@wearejuno.org](mailto:hello@wearejuno.org)

### **What information we collect and use, and why**

#### Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Next of kin or emergency contact details
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS checks)
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs

We also collect or use the following special category information for **staff recruitment, administration and management**. This information is subject to additional protection due to its sensitive nature:

- Health information

#### Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Bank account details
- Payroll records
- Tax status

### Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments

We also collect or use the following special category information for **managing staff health and wellbeing**. This information is subject to additional protection due to its sensitive nature:

- Health information

### Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about [lawful bases](#) on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

#### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - To follow safer recruitment practices for those working with children, in line with Schedule 2 of the Children’s Homes (England) Regulations 2015.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- **Public task** – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - To enable accurate payment of wages each month.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to

anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- o To be able to risk assess and put in place appropriate support and adjustments for staff.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

#### Where we get personal information from

We collect your information from the following places:

- Directly from you
- Referees (external or internal)
- Security clearance providers (e.g. DBS)
- Occupational Health and other health providers
- Pension administrators or government departments (eg HMRC and DWP)

#### How long we keep information

We only keep personal information for as long as we need it, and will archive and securely destroy information once it is not needed.

#### Who we share information with

In some circumstances, we may share information with the following organisations:

- Training suppliers
- HMRC

#### Data processors

We use the following data processors for the following reasons:

##### **Payroll processor**

This data processor does the following activities for us: They process our payroll information.

#### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

#### **The ICO's address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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