

Privacy statement

Middlesbrough Voluntary Development Agency (MVDA) collects, processes and stores data which relates to its staff (current and former) as well as individuals applying for employment at MVDA. This often includes some types of personal data which are classed as “sensitive personal data”. This data may relate to issues such as age, gender identity, racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and any alleged offences and/or criminal convictions. Some of this information is collected at the recruitment stage, separated and anonymised.

“Data Subjects” i.e. staff and individuals applying for employment at MVDA, will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information the Data Subject consents to MVDA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data are held and processed confidentially. Personal data relating to staff and potential staff are processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Provision of payroll and pension administration.
- Occupational health.
- Personnel records including performance and absence reporting including medical information (where appropriate).
- Diversity monitoring.

MVDA handles personal data in compliance with the Data Protection Act 2018 and General Data Protection Regulation and recognises the importance of correct and lawful processing. MVDA is registered with the Information Commissioner’s Office (ICO).

The personal data you provide will only be used for official MVDA business. In some cases it may be necessary to transfer your personal data outside the UK; if this occurs MVDA will ensure that adequate safeguards are in place.

MVDA discloses staff information to a variety of third parties; these include but are not limited to:

- Employees of MVDA (on a 'need-to-know' basis in relation to job function).
- MVDA Directors (on a 'need-to-know' basis in relation to their function as Trustees of the charity).
- Agents of MVDA e.g. pensions administrator.
- Relevant UK government departments, e.g. HM Revenue and Customs.
- Law enforcement agencies.
- Relevant authorities dealing with emergency situations at MVDA.
- Any other authorised third party to whom MVDA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

MVDA will retain your personal data as long as necessary for the purposes described above. After termination of your employment MVDA may still be required to hold your personal data for a period of time to satisfy statutory and legal obligations or for administrative purposes.

Unsuccessful candidates' data will be held for a minimum of six months following the date of the interview.

Your Rights under the Data Protection Act 2018

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data MVDA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

For more information on your rights please visit the Information Commissioner's website: <https://ico.org.uk/>

Right to Access Personal Data

As a Data Subject you have a right to request a copy of the information MVDA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to the Chief Executive, MVDA, 2nd floor Vanguard Suite, Broadcasting House, Middlesbrough TS1 5JA. There is usually no charge for this information. However, MVDA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.