

## **BESA Group Data Privacy Notice**

**Organisation:** BESA  
**Service:** Employment Affairs

This privacy register tells you about the personal data we collect and the associated processing activities relevant to delivering this service.

### **Our role in processing your data**

Data Controller – we have overall responsibility for your personal data.

### **About the personal data we process**

The main categories of personal data we hold about you are as follows:

- BESA Member details (name, address, email, telephone).
- Member employee details (name, address, contact details, DOB, NI number, and other ad hoc data relating to the specific case).

### **Sensitive Personal Data**

The special categories of sensitive personal data that we hold about you are as follows:

- On a case-by-case basis, we may be given medical information relevant to your specific case.

### **Why we are capturing your data**

We capture your data so we can undertake the following processing activity:

- Management of individual Employment Affairs cases.
- Responding to enquiries.

### **Automated decision making and profiling**

There isn't any automated decision making or profiling undertaken within the scope of our processing activity.

### **Our legal basis for processing your data**

We need a clear legal basis for capturing and processing your data. For this service this is:

- Contractual – some of the services we provide is defined by a service agreement or contract.
- Consent – you may request and consent to specific services or processing activity.

### **Other legitimate interests**

There is a legitimate interest in sharing your data within the BESA Group for the purposes of:

- Utilising IT systems for processing activity.
- Publication of key documents.
- Use of legal services in support of your case.
- Case referrals from other departments.
- Telling you about other BESA services relevant to your case.

### **Who we share your data with**

In support of your specific case, we might share your data with third-party providers of HR and Legal Services contracted to the BESA Group for that specific purpose.

### **Sending your data outside the EU / EEA**

Personal data is not transferred to a third-party outside of the European Union or European Economic Area.

### **Our criteria for retaining your data**

The personal data will be retained for the necessary time required to deliver this service and in line with relevant legislation for data retention.

### **Consequences of not giving us your data**

By not providing the required information, we may not be able to deliver the required service.

### **Your rights**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access**  
You have the right to request a copy of the information that we hold about you.
- **Right of rectification**  
You have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten**  
In some circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restrict processing**  
Where certain conditions apply to have a right to restrict the processing.
- **Right of portability**  
You have the right to have the data we hold about you transferred to another organisation.
- **Right to object**  
You have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling**  
You also have the right to object to the legal effects of automated processing or profiling.

### **Your consent**

By consenting to this privacy notice you are giving us permission to process your personal data for the purposes identified. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used. You may withdraw consent at any time.

### **If you have a complaint**

Should you wish to complain about how your data is being handled, in the first instance please contact the GDPR Owner specified below. If your complaint is not handled to your satisfaction, you also have the right to raise your concerns with the relevant supervisory authority.

### **Details of the data controller**

GDPR Owner  
BESA Group  
Old Mansion House  
Eamont Bridge  
Penrith  
CA10 2BX

### **The supervisory authority for data protection**

Supervisory Authority: Information Commissioner's Officer (ICO)  
Website: <http://ico.org.uk>  
Telephone: 0303 1231113