



Staff Privacy Notice

This privacy notice tells you about the information we collect and process from individuals who are employed by World Sailing. This includes persons employed on a temporary or contractor basis.

In collecting this information, we act as a data controller and, by law, we are required to provide you with information about us and why and how we use your data, and the rights you have over your data.

For more detailed guidance, please see our General Privacy and Personal Data Protection Policy.

This privacy notice applies to:

- ❖ Current employees
- ❖ Former employees
- ❖ Candidates for new positions
- ❖ Contractors

What personal data do we collect?

When you accept employment or apply for a position with World Sailing, we may collect the following information from you:

- Name
- Gender
- Date of birth
- Address(es)
- Contact details (email address, telephone number etc.)
- Nationality
- Marital status and dependents (where applicable)
- Next of kin, emergency contact and death benefit nominee(s) information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Start date, leaving date (where applicable)
- Location of employment and/or workplace
- Copy of identification (driving licence, passport, birth and marriage certificates etc.)
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Performance and appraisal information
- Disciplinary and grievance information

- Secondary employment and volunteering information (where applicable)
- Evidence of your right to work in the UK/immigration status

We will also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including any medical condition(s), disabilities, health and sickness records
- Genetic information and biometric data
- Information about criminal convictions/allegations and offences

Why do we collect your personal data?

We typically collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We will sometimes collect additional information from third parties including former employers, credit reference agencies and other background check agencies.

We will also collect additional personal information in the course of job-related activities throughout the period of you working for us.

How do we use your personal data we've collected?

We store your personal information in our database which is only accessible by our staff. We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for performing the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is in the public interest to do so, or for official purposes.

There can be rare occasions where it becomes necessary to use your personal information to protect your interests (or someone else's interests).

The situations in which we will process your personal information are outlined below:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Liaising with your pension provider, providing information about changes to your employment such as promotions, changing in working hours etc.
- General administration of the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence and any other steps relating to possible grievance or disciplinary matters and associated hearings.

- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work, managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.
- Dealing with Freedom of Information Act / Environmental Information Regulations requests.

Some of the purposes will overlap and there can be several grounds which justify our use of your personal information.

If you fail to provide certain information when requested, we will not be able to fully perform the contract we have entered with you (such as paying you or providing a benefit), or we could be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

“Special categories” of particularly sensitive information require higher levels of protection. Please see section 3.5 of our General Data Protection and Privacy Policy for more detailed guidance.

Our obligations as an employer

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leave of absence; this can include sickness absence or family related leave, to comply with employment and other laws.
- We will use your information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations, or for one of the other reasons outlined above. In limited circumstances, if the need arises, we will approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

How long do we keep your personal data for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In some circumstances we will anonymise your personal information so that it can no longer be associated with you, in which case we will use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information.

Your rights over your information

Under data protection laws and the International Standard for the Protection of Privacy and Personal Information, you have rights with respect to your personal information. These rights include rights to access, rectification, restriction, opposition and deletion (in certain circumstances).

If we are processing your information on the basis of your consent for us to do so, you can ask us to stop using your information by withdrawing your consent.

You can find more information under the UK GDPR guidelines at www.gov.uk/government/publications/data-protection-rights-for-data-subjects/data-protection-rights-for-data-subjects and at paragraph 4.8 of our General Privacy and Personal Data Protection Policy.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org/concerns or write to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF