

## Privacy Notice - Staff and Volunteers

### Why do we need to collect and use your personal information?

We need to collect and use your personal information for a number of purposes. These may include:

Purposes for which we need your personal information:	Examples Please note that the examples are illustrative and non-exhaustive.
<b>Recruitment.</b>	<ul style="list-style-type: none"> <li>• To assess your suitability to work for Dr Kershaw’s Hospice;</li> <li>• To conduct screening, assessments and interviews;</li> <li>• To provide contracts of employment;</li> <li>• To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record checks</li> </ul>
<b>Human Resources (“HR”), finance and other business</b>	<ul style="list-style-type: none"> <li>• Staffing, including resource planning, recruitment, termination, and succession planning;</li> <li>• Budgetary and financial planning and administration;</li> </ul>
<b>Administration purposes.</b>	<ul style="list-style-type: none"> <li>• Organisational planning and development and workforce management;</li> <li>• Compensation, payroll, and benefit planning and administration, including salary, tax withholding, tax equalisation, awards, insurance and pensions;</li> <li>• Workforce development, education, training and certification;</li> <li>• Performance management;</li> <li>• Problem resolution, including carrying out internal reviews, grievances, investigations, audits;</li> <li>• Business travel and expense management;</li> <li>• To conduct business reporting and analytics;</li> <li>• Administration of flexible work arrangements;</li> <li>• Administration of employee enrolment and participation in activities and programmes offered to eligible employees, and wellness activities;</li> <li>• Work-related injury and illness, including the management of employee Health &amp; Safety, and disabilities;</li> <li>• To provide HR support and case management;</li> <li>• To communicate with you and to facilitate communication between you and other people;</li> <li>• Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting;</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk management;</li> <li>• Project Management; and</li> <li>• Training and quality purposes.</li> </ul>
<b>Security purposes</b>	<ul style="list-style-type: none"> <li>• Physical access control;</li> <li>• Authorising, granting, administering, monitoring and terminating access to or use of Dr Kershaw's Hospice facilities, records, property and infrastructure including communications services such as business telephones and email/internet use;</li> <li>• CCTV; and</li> <li>• Prevention and detection of crime.</li> </ul>
<b>Information Technology (IT) administration purposes:</b>	<ul style="list-style-type: none"> <li>• IT Systems access control and use monitoring;</li> <li>• IT fault reporting, management and resolution;</li> <li>• Systems administration, support, development, management and maintenance.</li> </ul>
<b>Legal purposes</b>	<ul style="list-style-type: none"> <li>• To comply with our legal obligations.</li> </ul>