

General Data Protection Regulation (GDPR) Consent Form

In May 2018, the GDPR law changed about how employers record, store and use individuals' personal data. The law places an obligation on the employer to inform employees in more detail why it collects your data, what it does with it and how long it expects to retain the data.

We confirm that the organisation collects and holds data about you that enables and facilitates processing things such as your salary. The organisation needs to ensure that you are fully consenting to this data being collected. Therefore, we are requesting your consent for the organisation to continue holding your personal and special category data.

Statutory Retention Periods

What information does the organisation collect and hold?

The organisation collected and holds a range of information about you and these are indicated below:

Record	Statutory Retention Period
Accidents Records	Minimum of 3 years since the last entry
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate
Medical records	As required under Control of Lead at Work Regulations, Control of Substances Hazardous to Health Regulations, the Control of Asbestos at Work Regulations or the Ionising Radiations Regulations
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place
Statutory Maternity Pay records, Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends
Wage/salary records (also overtime, bonuses, expenses)	6 years
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover
Records relating to working time	2 years from date on which they were made

Record	Organisation Retention Period
Application forms and interview notes	Successful job applicants documents will be transferred to the personnel file (see below).
Inland Revenue/HMRC approvals	Permanently
Parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance.
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Pensioners' records	12 years after benefit ceases
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases

Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after the employment ceases.
Staff Forum minutes	Permanently

Agreement to use my data

I hereby freely give my employer YMCA Black Country Group consent to use and process my personal data relating to my employment (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a Subject Access request.

I understand that I can ask for a copy of the personal data held about me, and that this request is free of charge, dependent upon the scope of the request.

Who has access to your data?

Your information is shared internally for the purposes of employment. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, your line managers and IT and Finance staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties except for Sage Payroll, People HR and statutory organisations such as the Disclosure and Barring Service to obtain necessary criminal records checks (DBS), HMRC and Pension providers.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect your data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Blantina Chipangura
Executive Head of HR & Ethos Services

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