



## PRIVACY NOTICE FOR THOSE WHO WORK WITH US

### COOKIE BAR PRIVACY NOTICE

At Cookie Bar we take your privacy seriously and will ensure your personal information is kept secure. This privacy notice is relevant to all those who work with us: work experience students, volunteers and staff.

### HOW WE USE INFORMATION ABOUT YOU

We need to process information about you for the following reasons:

#### **Contractual purposes**

- To manage staff contracts

#### **Legitimate interests**

To meet the legitimate aims of the Cookie Bar and ensure those who work or volunteer with us are well supported and safe. This includes:

- Carrying out any relevant risk assessments: Some individuals may present with a medical condition that may be a risk whilst working with us. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.
- Identifying any reasonable adjustments or adaptations to support inclusion: If you have a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.
- Responding to any comments, questions or complaints you may send us
- Maintaining attendance records and contact details for emergency purposes.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to volunteer or take part in certain activities.

#### **Legal reasons**

- To comply with applicable laws and protect legitimate interests and legal rights. This includes, but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

- With your consent, we may send you information by email or via social media about our news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by informing Debbie Seagrove.

#### **Consent**

- We will ask for your consent to use images, videos which include you as part of our marketing and publicity material either printed or on the website.

### **WHY WE SHARE YOUR INFORMATION**

We share your information with Stepping Stones School for the purposes of obtaining a DBS check which will allow you to work with our work placement students from the school. As a member of staff relevant data is also shared with our payroll company.

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances (eg. safeguarding) where we believe that the sharing of information about you is vital to protect you or another person.

### **INDIVIDUAL RIGHTS**

You have the right to see the personal information we hold about you or you can also request a copy of any other information we hold by writing to us.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave us we will hold your information till the end of the financial year, and not more than 12 months following your departure. After this period, the information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data.

### **CHANGES TO THE PRIVACY NOTICE**

We keep our privacy notices under regular review.

Debbie Seagrove

Cookie Bar Manager