



Employees, Workers and Contractors Privacy Notice

Last Updated: October 2026

Charity Name: The Mix Stowmarket Ltd.

Registered Charity Number: 1149539

Data Controller: The Mix Stowmarket Ltd.

1. Who We Are and What This Notice Is For

The Mix Stowmarket Ltd. is committed to protecting the personal data relating to our employees, workers, contractors, and former staff members. This Privacy Notice explains how and why we collect, store, share, and use personal data relating to your volunteering role with us, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are a "data controller" for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This means we are responsible for deciding how we hold and use personal information about you.

2. The Data We Collect About You

We collect, store, and process various types of personal information, categorised as follows:

- **Standard Personal Data:** Identifiers: full name, address, telephone numbers, personal email addresses, date of birth, gender, marital status, and emergency contact details. Employment Records: National Insurance number, tax codes, bank account details, payroll records, job title, contract terms, salary, benefits, holiday, and performance records. Recruitment Data: CVs, cover letters, application forms, references, educational history, and professional certifications.
- **Special Category Data (Sensitive Data):** Health & Medical Information: Sickness absence records, self-certification forms, fit notes, medical certificates, details of physical or mental health conditions, disability status, reasonable adjustments, and occupational health reports. Health information forms will be issued to new starters and annually, to help The Mix to provide a safe, inclusive and suitable working environment and to identify any reasonable adjustments or workplace support you may need. Employees and contractors are responsible for sharing relevant health updates with The Mix, if there is a risk of a medical condition affecting their health, or the health of others, whilst in the workplace.
- **Criminal Convictions Data:** Criminal Records Information: Information about criminal convictions, allegations, offences, or related proceedings, collected via Disclosure and Barring Service (DBS) checks and DBS Update Service checks.
- **Workplace Monitoring Data:** CCTV Footage: Visual images and video recordings captured by our closed-circuit television (CCTV) cameras located on company premises at 127 Ipswich Street, Stowmarket, IP14 1BB.

3. Lawful Bases and Purposes for Processing

We process your data using specific legal grounds under the UK GDPR Standard Data Purposes:

- Performance of a Contract (Article 6(1)(b)): to pay your salary, administer benefits, and manage your employment contract.
- Legal Obligation (Article 6(1)(c)): to deduct tax, report to HMRC, check your legal right to work in the UK, and comply with employment laws.
- Legitimate Interests (Article 6(1)(f)): To run our business efficiently, manage performance, and maintain a secure working environment.
- Special Category (Health/Medical) Data Purposes To process health data, we rely on Article 6 grounds plus specific Article 9 conditions: Employment, Social Security, and Social Protection Law (Article 9(2)(b)): To manage sickness absences, administer statutory sick pay (SSP), comply with health and safety laws, and implement reasonable adjustments under the Equality Act 2010.
- Occupational Medicine (Article 9(2)(h)): To assess your medical capacity to work or obtain occupational health assessments.
- Criminal Convictions Data Purposes: we process information about criminal convictions only where permitted by law under Article 10 and the Data Protection Act 2018 (Schedule 1).
- Employment Law Obligations: to verify suitability for specific roles (e.g., handling sensitive financial assets, working with vulnerable groups, or satisfying regulatory requirements). Standard background check files are reviewed immediately and are not retained long-term without legal justification.
- Legitimate Interests (Article 6(1)(f)) Security and Crime Prevention: we use CCTV surveillance for specific, limited purposes, to protect company property, assets, and premises from theft, vandalism, or unauthorised entry. Health and Safety: to ensure the personal safety of employees, visitors, and contractors on site. Incident Investigation: to provide evidence in the event of an accident, security breach, or internal disciplinary matter. We display signs to state that CCTV cameras are in use, and the cameras are never placed in private zones such as toilets or changing rooms.

4. How We Share Your Data

We will only share your information with trusted third parties when legally necessary or required for your contract:

- Payroll & Benefits Providers: to process your salary or pay and manage pension schemes.
- Medical Professionals: Occupational health clinicians assessing workplace adjustments.
- Government Bodies: HM Revenue & Customs (HMRC), the Department for Work and Pensions (DWP), and law enforcement if required for crime prevention.
- Background Check Agencies: external vendors executing necessary DBS clearances.

5. Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes we collected it for, including any legal, accounting, or reporting requirements:

- Personnel Files: typically retained for 6 years following the termination of employment.
- Criminal Records Checks: only records of the outcome of checks are retained.
- CCTV Footage: automatically overwritten within 3 months of recording, unless required for an ongoing investigation or legal proceedings.
- Finance details 3 years post-employment.
- Pension or retirement benefit details 75 years post-employment
- Internal communications 6 years.

7. Your Data Protection Rights

Under UK GDPR, you have the right to:

- **Access** a copy of the personal data we hold about you (Subject Access Request).
- **Rectify** inaccurate or incomplete data.
- **Erase** ("right to be forgotten") in certain circumstances.
- **Restrict or object** to processing based on legitimate interests.
- **Withdraw consent** at any time (where processing relies on consent, such as media/photos).

To exercise these rights, contact us at:

- **Email:** privacy@themixstowmarket.co.uk
- **Address:** The Mix Stowmarket, 127 Ipswich Street, Stowmarket, Suffolk, IP14 1BB.

If you are unhappy with how we handle your data, you have the right to complain to the **Information Commissioner's Office (ICO)** via ico.org.uk or by calling 0303 123 1113.