

APPROPRIATE POLICY DOCUMENT

United Kingdom for UNHCR (UK for UNHCR) respects and values your privacy and is committed to protecting the personal data of job applicants, employees, trustees and volunteers. This includes data concerning health which we may process for purposes of your employment / role with us.

As an employer we collect, use and are responsible for certain personal information about you. When processing data about you we must comply with the obligations placed on us by the Retained General Data Protection Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act 2018 (DPA 18).

UK for UNHCR is committed to ensuring that your personal data is processed in accordance with those obligations. This document should be read alongside our Privacy Notice for Employees, Volunteers, Trustees and Job Applicants.

1. POLICY STATEMENT

This document is the Appropriate Policy Document for UK for UNHCR and its subsidiary companies and sets out how we comply with the principles of data protection when we are processing data concerning your health for employment purposes.

An Appropriate Policy is a legislative requirement under the DPA 2018. Schedule 1, Part 4, paragraph 39 describes how, as a controller, we must explain our procedures for securing compliance with the principles in Article 5 of the UK GDPR and explain our retention and deletion policies. (See sections 6 and 7)

2. POLICY SCOPE

UK for UNHCR process information related to your health and wellbeing and other special category data to ensure your health, safety and wellbeing. The specific data processed is:

- Health and wellbeing information provided by you e.g. sickness records
- Details of medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments
- Accident records if you have an accident at work
- Details of any protected characteristics that you have told us about

3. ROLES AND RESPONSIBILITIES

This policy applies to all applicants, employees, trustees and volunteers without exception, and includes, without limitation anybody working directly or indirectly for us:

All staff, trustees and volunteers have responsibilities in relation to this policy. Human Resources and in some instances line-managers are responsible for processing health data

of UK for UNHCR employees, trustees and volunteers whether permanent or temporary have additional responsibilities as follow:

- observe this policy and all associated procedures
- collect and process special category personal data in accordance with data protection legislation and this policy and associated procedures
- attend annual data security awareness training
- report any actual or suspected personal data breaches in accordance with our Data Breach Management Procedure
- understand that breaches of this policy may lead to disciplinary action, up to and including dismissal

4. The Data Processing

The data protection lawful bases for all of UK for UNHCR's processing of employee personal and special category personal data is set out in our Employee Privacy Notice.

The main data protection lawful bases that enable UK for UNHCR to process your personal information are:

- UK GDPR Article 6(1)(b) which is processing that is necessary for the performance of a contract i.e. our employment contract with you
- GDPR Article 6(1)(c) which is processing that is necessary for UK for UNHCR to comply with its legal obligations as an employer
- GDPR Article 6(1)(d) which is processing that is necessary in order to protect your vital interests or those of another person
- GDPR Article 6(1)(f) which is processing that is necessary for UK for UNHCR's legitimate interests

In order to process personal data concerning your health (known in data protection as special category personal data), we also need to identify an additional data protection lawful basis for this processing. Where we are processing data concerning your health, our data protection lawful bases are:

- GDPR Article 9(2)(b) which is processing that is necessary for UK for UNHCR to comply with its obligations as an employer
- GDPR Article 9(2)(c) which is processing that is necessary to protect your vital interests or those of another person
- GDPR Article 9(2)(h) which is processing that is necessary for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.

Section 10 of the DPA 2018 relates to the processing of special categories of personal data. It says that if we are relying on GDPR Article 9(2)(b) employment, social security and social protection or 9(2)(h) health and social care, we can only do so if we also meet one of the DPA 2018 conditions set out in Part 1 of Schedule 1.

UK for UNHCR relies on the following processing conditions from the DPA 2018, Part 1 of Schedule 1:

- Paragraph 1 in that the processing is necessary for exercising obligations imposed by law in connection with employment
- Paragraph 2(2)(a) in that the processing is necessary for the purposes of preventative or occupational medicine
- Paragraph 2(2)(b) in that the processing is necessary for the purposes of the assessment of the working capacity of an employee

5. Procedures for ensuring compliance with the principles

In order to make sure that UK for UNHCR are accountable when processing data concerning your health for employment purposes, we are required to demonstrate how we comply with the principles of data protection, as set out below.

Accountability principle

We have put in place appropriate technical and organisational measures to meet the requirements of accountability. These include:

- The appointment of a privacy officer who oversees our compliance
- Taking a 'data protection by design and default' approach to our activities.
- Maintaining documentation of our processing activities.
- Adopting and implementing data protection policies and ensuring we have written contracts in place with our data processors.
- Implementing appropriate security measures in relation to the personal data we process.
- Carrying out data protection impact assessments for all of our personal data processing.
- Carrying out regular data protection awareness training to all staff.

We regularly review our accountability measures and update or amend them when required.

Principle (a): lawfulness, fairness and transparency

Processing personal data must be lawful, fair and transparent. It is only lawful if and to the extent it is based on law and either the data subject has given their consent for the processing, or the processing meets at least one of the conditions in Schedule 1.

We provide clear and transparent information about why we process personal data including our lawful basis for processing in this policy document, our Privacy Notice and our Privacy Notice for Employees, Volunteers, Trustees, and Job Applicants.

Principle (b): purpose limitation

Our processing for the purposes of employment relates to our obligations as an employer. We provide clear and transparent information about why we process personal data including our lawful basis for processing in this policy document and our Privacy Notice for Employees, Volunteers, Trustees, and Job Applicants.

We will not process personal data for purposes incompatible with the original purpose it was collected for.

Principle (c): data minimisation

We collect only the minimum personal data necessary for employment purposes and ensure that it is not excessive.

Principle (d): accuracy

Where we become aware that personal data is inaccurate or out of date, having regard to the purpose for which it is being processed, we will take every reasonable step to ensure that data is erased or rectified without delay. If we decide not to either erase or rectify it, for example because the lawful basis we rely on to process the data means these rights don't apply, we will document our decision.

Principle (e): storage limitation

All special category data processed by us for employment purposes is retained for a maximum of 6 years after you have left UK for UNHCR. This is based on our legal obligations and the necessity of its retention for our business needs. Our retention schedule is reviewed regularly and updated when necessary.

Principle (f): integrity and confidentiality (security)

We ensure that all employee personal data is stored securely, and access is limited to those with a need to know for the management of the business.

9. REVIEW OF POLICY

The policy will be reviewed on regular basis as per our revision schedule. The next review is scheduled for July 2025.

This document should be read in conjunction with our other information governance policies and procedures and the Privacy Notice for Employees, Volunteers, Trustees, and Job Applicants.