



The Old Music Hall  
106-108 Cowley Road  
Oxford, OX4 1JE

## Privacy Notice for Staff at Oxford Counselling Centre

Oxford Counselling Centre will be the Data Controller for any personal data that you supply. This means that it will make the decisions on how your data is used and for what reasons, as well as how it is stored.

Oxford Counselling Centre's legal basis for collecting your data is:

- We need to use this to enter into a contract with you or maintain an existing one
- We have a legal obligation to use your data
- We need to use this data to protect you or others from the risk of harm
- We need to process the data to fulfil our legitimate interests

If Oxford Counselling Centre asks you for sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health or criminal records we will use these data because:

- You have given us explicit consent to do so
- We need to use this data for your role as a member
- We need to use this data to protect you or others from the risk of harm where consent can't be given
- We need to use this data for legal purposes
- We need to use this data to assess and offer services for workplace health and safety

What types of personal data will Oxford Counselling Centre hold?

- Your name and records of name changes
- Home address and personal contact details
- Staff email address
- Personal email address
- NI/passport number/ marriage certificate or other documents copied for DBS purposes



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- Bank details
- Emergency contact details
- References
- Record of Disclosure and Barring Service (DBS) check being carried out, result of DBS check
- Your voluntary agreement, subsequent amendments and other paperwork relating to contractual requirements
- Your application
- Documents relating to reviews/ supervision /invoices
- Grievance/disciplinary/capability records
- Records of accidents and incidents that take place within The Old Music Hall

Where does Oxford Counselling Centre source your data from?

- From you directly via your application form/interview and additional data that you subsequently provide
- Referees
- Data and Barring Service

What rights do you have regarding personal data that Oxford Counselling Centre holds?

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- The right to object to Oxford Counselling Centre using your data

Why does Oxford Counselling centre need your data?

- To enter into and maintain a membership agreement with you
- To create and maintain a record of your work



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- To make any payments
- To comply with our obligation to check a Disclosure and Barring Service for those who are required to work with vulnerable adults or minors
- To comply with Health and Safety legislation
- To send you communications that the Centre believes are relevant to your role

Are there any consequences of not providing the requested data?

- Most of the data that we request is essential to setting up an interview and then allowing you to work with us. Therefore, if you do not provide this data we may not be able to offer you a placement. The following fall into this category:
  - a) If you do not provide the relevant data in your application we will not be able to offer you a membership
  - b) We will not be able to offer you a placement involving working with our clients if you do not provide data relating to the DBS check and your supervisor
  - c) We will not offer a membership if references are not received or unsatisfactory

Who will Oxford Counselling Centre share your data with?

- Third parties with whom you ask us to share data e.g. references
- Upon your request: placement reports, contact with tutors/supervisors etc.
- Disclosure and Barring Service (DBS)
- Where legally obliged we will share your data with your organisational member for example BACP. If legal proceeding were made against you, we will consult with you and inform you where your data is being shared



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How long will Oxford Counselling Centre keep your data?

- Your data will be kept while you are a member, and for a period of six years from your leaving date. Deletion of data will be carried out in a secure way.

Who can you contact if you have concerns?

Hayley Card          Director

Susan Hemphill      Director

[enquiries@oxfordcounsellingcentre.com](mailto:enquiries@oxfordcounsellingcentre.com)