

## EMPLOYEE PRIVACY NOTICE

To comply with the General Data Protection Regulation (GDPR), this notice informs you on the types of data we process about you; the reasons for processing your data; the lawful basis that permits us to process it; how long we keep your data for; and your rights regarding your data. It applies to current and former employees and workers.

### A) DATA PROTECTION PRINCIPLES

In accordance with GDPR principles, we will ensure that:

1. processing is fair, lawful and transparent
2. data is collected for specific, explicit, and legitimate purposes
3. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
4. data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
5. data is not kept for longer than is necessary for its given purpose
6. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage
7. we comply with the relevant GDPR procedures for international transferring of personal data

### B) TYPES OF DATA HELD

We keep the following types of data on our employees in order to carry out effective and efficient processing. Specifically:

1. personal details such as name, address, phone numbers
2. name and contact details of your next of kin
3. your gender, marital status, information of any disability you have or other medical information
4. right to work documentation
5. information gathered via the recruitment process such as CV and employment history / dates
6. National Insurance numbers
7. bank account details
8. tax codes
9. driving licence
10. criminal convictions
11. information relating to your employment with us, including:
  - job title and job descriptions
  - your salary
  - your wider terms and conditions of employment
  - details of proceedings involving you such disciplinary and grievance proceedings, your annual leave records, and performance information
  - internal and external training modules undertaken
  - information on time off from work including sickness absence, family related leave etc

12. CCTV footage
13. building access and time records
14. IT equipment use including telephones and internet access

## C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment process and subsequently upon the start of your employment. In some cases, we will collect data about you from third parties, such as employment agencies.

Personal data is kept electronically and within our computer systems – KRONOS and Summit or within the Company's IT systems.

## D) LAWFUL BASIS FOR PROCESSING

The GDPR allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, employment history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance	Our legitimate interests
Maintaining comprehensive up to date personnel records about you to ensure effective communication and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests

Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing theft / fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Providing employment references to prospective employers	Legitimate interest of the prospective employer

## **E) SPECIAL CATEGORIES OF DATA**

Special categories of data, we process, are data relating to your:

- a) Health and wellbeing

We carry out processing activities using special category data:

- a) in our sickness absence management procedures to determine reasonable adjustments and fitness for work

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations

## **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

## **G) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability for client site roles and mobilisation to site. We rely on the lawful basis of the performance of the client contract to process this data.

## **H) WHO WE SHARE YOUR DATA WITH**

Employees within our Company who have responsibility for recruitment, administration of payroll and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons:

1. To independently audit the performance of client contracts
2. To comply with HMRC statutory payments and HSE reporting requirements
3. To administer employee pensions

We do not share your data with bodies outside of the European Economic Area.

## **I) PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

## **J) RETENTION PERIODS**

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Our retention periods are set out separately.

## **K) AUTOMATED DECISION MAKING**

The Company do not process any data using automated decision-making.

## **L) EMPLOYEE RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it.
- b) the right of access to the data we hold on you.
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected.
- d) the right to have data deleted in certain circumstances.
- e) the right to restrict the processing of the data.
- f) the right to transfer the data we hold on you to another party.
- g) the right to object to the inclusion of any information.
- h) the right to regulate any automated decision-making and profiling of personal data.

## **M) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

## **N) MAKING A COMPLAINT**

If you think your data rights have been breached, please contact Kelland Dickens, Human Resources Manager in the first instance.