



## Data Protection Privacy Notice Employee Information

### 1. Purpose

This document sets out the type of information we will collect about employees, why we collect it and what each employee's rights are in relation to this data. This notice should be read in conjunction with the Company's Data Protection Policy.

### 2. Personal data we will collect and why

The table below sets out the type of data we collect from employees and the reason why we do so.

Data	Reason
Previous employment and educational information including references	In order to make informed recruitment decisions for the benefit of the Company
Contact information, e.g. address telephone number, email address	In order that we can contact you for reasons relating to your employment, e.g. organisation of work, providing information about your employment and pay
Bank account and details	In order that we can pay you your salary etc.
National insurance number	In order that we can process PAYE deductions and report to HMRC
Emergency contact details	In order that we can contact a family member or friend in the event of an emergency relating to the employee
Passport / birth certificates / visas etc.	In order to comply with our legal duty to check that all employees are entitled to work in the UK
Information relating to gender, age, race and ethnic/national origins, sexual orientation, religious or philosophical beliefs and marital status (1)	In order to monitor equality and diversity within our workforce. Such information will normally be recorded in anonymous statistical format in order that it cannot be related to a specific individual
General health information (1)	In order that we can effectively respond to illness or injury at work, make adjustments to your role/workplace
Short term health information e.g. fitness for work notes, absence records, accident reports (1)	In order that we can effectively manage absences, process statutory sick pay and ensure employees are fit to return to work  To comply with our statutory accident reporting duties

Medical records and reports (1)	In order to manage a serious health issue which is affecting your employment
Criminal record and DBS disclosures (2)	In order to assess an individuals suitability for employment and, where it is a legal requirement to carry out DBS disclosures, comply without our obligation to do so
Performance and conduct information, e.g. training records and certifications, appraisal and disciplinary records and letters	In order to effectively manage an employee's performance and conduct at work and in order to defend legal proceedings

- 1 This type of data is classified as a special category of data. This means that you must expressly consent to the Company using this data and therefore we will explain the precise reason for collecting it at the time.
- 2 Where we carry out a criminal records or DBS disclosure we will use the information received to make our recruitment/employment decision and then destroy the information.

### 3. Storage of information

Employee information will be stored:

- In electronic format; and/or
- In hard copy format

Personal data stored in electronic format will be stored within computer or cloud based systems which are password protected. Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

Personal data stored in hard copy will be stored in locked filing cabinets, storage cupboards or offices with access limited to those members of the Company who Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

### 4. Third parties

It may be necessary for the Company to share some employee personal data with third parties. Where it does share personal data with a third party the Company will take measures to ensure that:

- the security of the personal data is maintained; and
- that it is not used unlawfully.

Circumstances where personal data may be shared include:

- With a third party payroll or pension provider in order to process wage payments and pension contributions

- With HMRC for PAYE purposes
- With employment law and HR advisors in order to obtain advice in relation to any contractual or legal employee relations issue
- In order to obtain a criminal records or DBS disclosure
- In order to provide employment references
- In order to comply with our statutory reporting duties to HMRC, the Health and Safety Executive etc.
- With our partners to record Absences and Time on site

If you consider that any third party has unlawfully used your personal data then you should notify the Company as soon as possible in order that we can investigate the matter and take steps to protect your personal data.

## **5. Updating your personal data**

We are required to update personal data to ensure it is accurate and up to date. Therefore if any of your details change then you must notify us promptly of the change.

## **6. Accessing your personal data**

You have the right of access to the personal data we have possession of, subject to certain legal limitations (e.g. in order to protect the rights and freedoms of other individuals).

If you wish to access your personal data then you should submit a written subject access request which:

1. Identifies who you are (we may seek confirmation of identity); and
2. States what personal data you wish to access

We will normally comply with subject access requests within one month of receiving the request unless it is a complex request.

Subject access requests should be made using the contact details below.

## **7. Deletion of personal data**

We will delete personal data once we no longer have a lawful reason to hold and use it, unless you ask us not to delete it.

You have the right to have personal data deleted in certain circumstances. If you wish for personal data to be deleted then you should contact us in writing setting out what data you wish to be deleted. Requests should be submitted using the contact details below

## 8. Complaints

Any complaints in relation to the Company's use of your personal data should be addressed to the contact below or through the Company's grievance procedure. You may also report data protection concerns to the Information Commission on 0303 123 1113 or by using this link:

<https://www.ico.org.uk/concerns>.

## 9. Contact information

If you wish to make a subject access request, ask for data to be deleted or make a complaint about data protection then please do so in writing to:

Name and position or department	Victoria Prescott Quality and Compliance Manager
Email address	<a href="mailto:Victoria@rcbuk.com">Victoria@rcbuk.com</a>
Postal address	Floor 1, APV House, Speedwell Road, Chesterton, Newcastle, Staffordshire, ST5 7RG