

	<b>Privacy Policy</b>	Ref:	<b>AMD028</b>
		Issue:	1.0
		Date:	01.12.2023
		Review:	30.11.2024

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice 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. This notice applies to current and former employees, workers and contractors.

## **A) DATA PROTECTION PRINCIPLES**

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) 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 by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

## **B) TYPES OF DATA HELD**

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data:

- a) personal details such as name, address, phone numbers
- b) date of birth
- c) identity documents
- d) letters and emails
- e) computer records
- f) information gathered for security screening and vetting forms
- g) name and contact details of your next of kin
- h) your photograph
- i) your gender, marital status, information of any disability you have or other medical information
- j) right to work documentation
- k) information on your race and religion for equality monitoring purposes
- l) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- m) references from former employers
- n) details on your education and employment history etc
- o) National Insurance numbers
- p) bank account details
- q) tax codes
- r) driving licence

	<b>Privacy Policy</b>	Ref:	<b>AMD028</b>
		Issue:	1.0
		Date:	01.12.2023
		Review:	30.11.2024

s) criminal convictions

t) information relating to your employment with us, including:

- i) job title and job descriptions
- ii) your salary
- iii) your wider terms and conditions of employment
- iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
- v) internal and external training modules undertaken
- vi) information on time off from work including sickness absence, family related leave etc
- vii) u) CCTV footage/images
- viii) v) I.D cards, access pass and building access card records
- ix) w) IT equipment use including telephones and internet access.

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR and IT systems.

The law on data protection 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, including ensuring you are paid correctly.

SIGNED:



Mr Jon King  
Managing Director  
01.12.2023



Mr Marcus Sullivan  
Managing Director  
01.12.2023