

## Employee / Subcontractor Privacy Policy

General Data Protection Regulations (GDPR) replaces the dated Data Protection Act currently operated by the ICO and must have been implemented by all registered companies by 25 May 2018.

Personal data is data from which a living person can be identified, being an individual's name with any other piece of information.

### How does the GDPR effect you?

In essence this means we must draw up new policies and procedures to ensure we meet the new legislation which specifically relates to personal individual information. We must be able to demonstrate how and where we hold this and how we use it.

As an employee or sub-contractor, much of the information we hold will have been provided by you over the years, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees. The company needs such data as an Employer and this is retained on file either in paper or digital formats.

The sort of information we hold may include your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

In our recent Audit the 'type of information' held in relation to employees and sub-contractors is as follows:

- Name and Address
- Next of Kin, including Contact Details
- Contact telephone numbers
- National Insurance Number
- Salary Information
- Bank Account Details
- Passport Details / Biometric Residents cards / Visas (to shown right to work in the UK)
- Driving licence Details
- Pension Beneficiary Information
- 

x



You have the right to lodge a complaint to the Information Commissioners' Office if you