# PRIVACY NOTICE

### Data controller: << Insert name a

#### 1. Introduction

<<Insert Company Name> responsible for deciding ho

<<Insert Company Name> data relating to its employe privacy notice sets down h about you during and after

This privacy notice applies contractors. This notice do contract to provide service

The Company is committee information. The Company collects and uses that data

### 2. Data Protection Principle

The Company will comply information we hold about

- Used lawfully, fairly
- Collected only for v not used in any way
- Relevant to the pur purposes only;
- Accurate and kept i
- Kept only for such t about; and
- Kept securely.

#### 3. What Information Does T

The Company collects and about you. Personal data n person can be identified. T and give details as necess

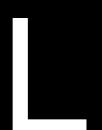
- [Personal contact d details, including er
- date of birth;
- gender;
- the terms and cond
- details of your quali including start and
- information about y pensions;













### **CONTRACTORS**

npany>>

This means that we are nal information about you.

s, stores and processes personal e employment relationship. This and uses personal information with us.

ployees, workers and tract of employment or any any time.

and security of your personal ear and transparent about how it protection obligations.

This means that the personal

ve explained to you clearly and these purposes; bout and limited to those

he purposes we have told you

#### nd Process?

rsonal information (personal data) out an individual from which the te the appropriate points below

e, title, address and contact ne number;

#### t;

ce and employment history, employers and with the Company; ng entitlement to benefits such as

- details of your bank
- information about y contacts;
- information about y
- copy of driving licer
- details of periods of family leave [and same]
- details of any discip involved, including
- assessments of you participated in, perf
- CCTV footage and swipe card records.

We may also collect, sto sensitive personal inform

- information about m have a disability for adjustments;
- details of trade union
- information about y
- equal opportunities ethnic origin, sexua

The Company collects t collected through the ap activities throughout the

[In some cases, the Cor such as references sup background check provi information from crimina

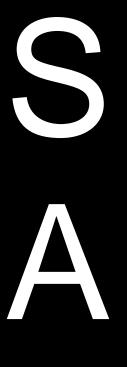
Data is stored in a range Company's HR systems system).

# 4. Why Does The Company

The Company needs to pro and to meet its obligations

In addition, the Company r with our legal obligations, f entitlement to work in the L criminal records checks to particular role.]

In other cases, the Compa before, during and after the











national insurance number; f kin, dependants and emergency

ment to work in the UK;

uding holiday, sickness absence, ons for the leave; dures in which you have been ou and related correspondence; appraisals, training you have ans and related correspondence; d through electronic means e.g.

special categories of more

hs, including whether or not you ds to make reasonable

ncluding information about your eligion or belief**].** 

y of ways. For example, data is process and during work-related

data about you from third parties, s [, information from employment edit reference agencies and ed by law]].

iding in your personnel file, in the (including the Company's email

?

n employment contract with you contract.

ensure that we are complying red to check an employee's it is necessary to carry out re permitted to undertake a

st in processing personal data relationship.

### 5. Situations In Which We V

Situations in which we will below, expanding as neces

In order to:

- [make decisions ab
- maintain accurate a (including details of records of employe
- check you are legal
- gather evidence for processes, to ensure
- pay you and, in the Insurance;
- make decisions about
- operate and keep a
- keep records of trai
- operate and keep a to allow effective we receiving the pay or
- ascertain your fitnes
- operate and keep a paternity, adoption, workforce manager in relation to leave the pay or other bei
- ensure effective get
- provide references
- deal with legal disp contractors; and
- facilitate equal opport

# 6. If You fail to Provide Pers

If you do not prove certain able to perform the contrac providing a benefit. You m exercise statutory rights, fo

### 7. Change of Purpose

The Company will only use collected unless we reasor and that reason is compati personal information for an the legal basis which allow

You should be aware that knowledge or consent whe













# nformation

formation are listed below <<list

notion processes; nt records and contact details event of an emergency), and ry rights; JK;

sciplinary and grievance hin the workplace; e deductions for tax and National

mpensation; ormance and related processes; quirements; bsence management procedures, d ensure that employees are hey are entitled;

leave (such as maternity, ental leave), to allow effective rganisation complies with duties e that employees are receiving ntitled; dministration; former employees; er employees, workers and

e workplace.]

ted, the Company may not be ith you, such as paying you or he Company with data in order to tatutory leave entitlements.

n for the purpose for which it was ed to use it for another reason pse. If we need to use your vill advise you of this and explain

sonal information without your nitted by law.

#### 8. How We Use Sensitive P

Some special categories o medical conditions, is proc example, in relation to emp purposes).

[The Company uses other about ethnic origin, sexual done for the purposes of m

[Data used by the Compan express consent of employ entirely free to decide whe consequences of failing to

### 9. Information About Crimin

We [envisage] **OR** [do not convictions.

[We will only collect inform the nature of the role and v information about criminal

### 10. Automated Decision-Mak

Our employment decision

OR

[Some of our employment such as: << information ab why it is done and its signif

### 11. For How Long Do You Ke

The Company will only hole purposes we collected it fo requirements. The periods are <<state retention perio

### 12. Who Has Access to Data

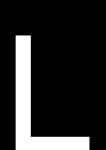
Your information will be sh HR team (including payrol

The Company shares your necessary in order to admi another legitimate interest party service providers: << Company may also share S











nformation about health or yment law obligations (for nd for health and safety

sonal data, such as information gion or philosophical belief, this is ities monitoring or reporting.]

nonymised or is collected with the awn at any time. Employees are h data and there are no

ld information about criminal

ictions if it is appropriate given to do so.] [We will use ng ways: <<state>>].

automated decision-making].

ly on automated decision-making, ted decision-making involves, s for the individual>>]

as long as is necessary to fulfil the counting or reporting Id after the end of employment

with <<state e.g. members of the

here required by law, where it is hship with you or where we have g services are carried out by third h administration >>. The parties, for example, in the

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context of a sale of some c be subject to confidentiality

[The Company will not trai Economic Area.]

OR

[Your data may be transfer (EEA) in order to <<state p basis of <<state relevant s rules or other safeguards> where e.g. on company int

# 13. How Does The Company

The Company takes the se policies and controls in pla misused or disclosed, and performance of their duties [are as follows: <<pre>rovide

When the Company engag do so on the basis of writte obliged to implement approthe security of data. [Detai title>>].

# 14. Your Duty to Inform Us o

It is important that the pers current. Please be sure to during your time working w

### 15. Your Rights

As a data subject, you h

- access and obtain a access request");
- require the Compar
- request erasure of y Company to delete is no longer necess
- object to the proces legitimate interests
- ask the Company to period of time if dat the reason for proce

[If you would like to exercis privacy notice, please cont

ose circumstances the data will

es outside the European

he European Economic Area erred outside the EEA on the n of adequacy, binding corporate nformation, it is available <<state

sly. The Company has internal eing lost, accidentally destroyed, y its employees in the res [are available on request] OR licies and controls>>]

s personal data on its behalf, they a duty of confidentiality and are inisational measures to ensure available from <<state job

about you is accurate and personal information changes

You can:

quest (known as a "data subject

incomplete data;

. This enables you to ask the data, for example where the data rocessing;

the Company is relying on its rocessing; and of your personal data for a a dispute about its accuracy or

you have any questions about the

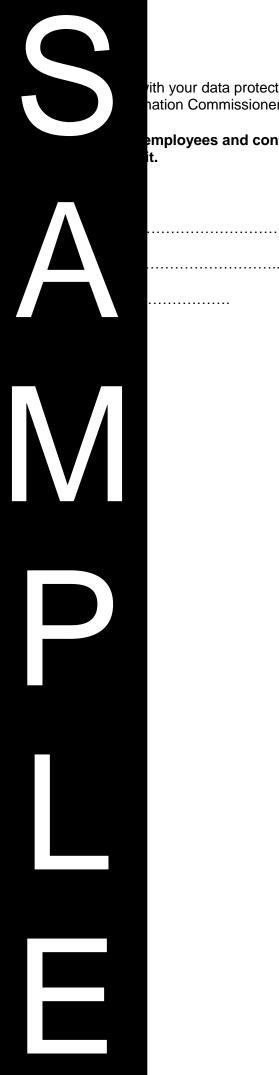
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If you believe that the Com you have the right to make

I acknowledge receipt of confirm that I have

Name..... Signature.....

Date.....



ith your data protection rights, nation Commissioner's Office.

mployees and contractors and it.