

PRIVACY NOTICE AND CONTRACTORS

Data controller: <<Insert name and address of the company>>

1. Introduction

<<Insert Company Name>> This means that we are responsible for deciding how we collect and use your personal information about you.

<<Insert Company Name>> We collect, store and processes personal data relating to its employment relationship. This privacy notice sets down how we collect, store and uses personal information about you during and after your employment with us.

This privacy notice applies to all employees, workers and contractors. This notice does not apply to a contract of employment or any other contract to provide services to you at any time.

The Company is committed to the protection and security of your personal information. The Company will be open and transparent about how it collects and uses that data and will meet its data protection obligations.

2. Data Protection Principles

The Company will comply with the following principles when processing personal information we hold about you. This means that the personal information we hold about you will:

- Used lawfully, fairly and in a transparent manner;
- Collected only for specified, explicit and legitimate purposes and not used in any way incompatible with those purposes;
- Relevant to the purposes for which they are collected and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

3. What Information Does the Company Collect and Process?

The Company collects and processes the following personal information (personal data) about you. Personal data means any information about an individual from which the individual can be identified. The Company will collect and give details as necessary for the purposes set out below:

- [Personal contact details, including email address, telephone number, title, address and contact details];
- date of birth;
- gender;
- the terms and conditions of your employment;
- details of your qualifications, including start and end dates; and
- information about your pension scheme and entitlement to benefits such as pension;

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- details of your bank
- information about your
- contacts;
- information about your
- copy of driving licen
- details of periods of
- family leave [and sa
- details of any discipl
- involved, including a
- assessments of your
- participated in, perf
- CCTV footage and
- swipe card records.

national insurance number;
 of kin, dependants and emergency
 consent to work in the UK;
 including holiday, sickness absence,
 ons for the leave;
 edures in which you have been
 ou and related correspondence;
 appraisals, training you have
 ans and related correspondence;
 d through electronic means e.g.

We may also collect, store and process
 sensitive personal inform

special categories of more

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

ns, including whether or not you
 ds to make reasonable

The Company collects t
 collected through the ap
 activities throughout the

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

[In some cases, the Com
 such as references supp
 background check provi
 information from crimina

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

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

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

4. **Why Does The Company**

?

The Company needs to pro
 and to meet its obligations

in employment contract with you
 contract.

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

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

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

st in processing personal data
 relationship.

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5. **Situations In Which We V**

Information

Situations in which we will
below, expanding as neces

Information are listed below <<list

In order to:

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

tion processes;
 nt records and contact details
 event of an emergency), and
 ry rights;
 UK;
 disciplinary and grievance
 thin the workplace;
 e deductions for tax and National
 mpensation;
 orformance 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;
 ormer employees;
 or employees, workers and
 e workplace.]

6. **If You fail to Provide Pers**

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

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

7. **Change of Purpose**

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

on for the purpose for which it was
ed to use it for another reason
ose. If we need to use your
will advise you of this and explain

You should be aware that v
knowledge or consent whe

sonal information without your
mitted by law.

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context of a sale of some of our products, in those circumstances the data will be subject to confidentiality

those circumstances the data will

[The Company will not transfer your data to countries outside the European Economic Area.]

countries outside the European

OR

[Your data may be transferred outside the European Economic Area (EEA) in order to <<state purpose>> on the basis of <<state relevant standards, rules or other safeguards>> where e.g. on company internal

outside the European Economic Area transferred outside the EEA on the basis of <<state purpose>> of adequacy, binding corporate policy information, it is available <<state purpose>>

13. How Does The Company Handle Your Data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to prevent your data from being lost, accidentally destroyed, misused or disclosed, and to ensure the performance of their duties and obligations [are as follows: <<provide details>>]

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When the Company engages third parties to process your personal data on its behalf, they do so on the basis of written contracts which impose a duty of confidentiality and are obliged to implement appropriate organisational measures to ensure the security of data. [Details available from <<state job title>>].

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14. Your Duty to Inform Us of Changes

It is important that the personal data we hold about you is accurate and current. Please be sure to inform us of any changes to your personal information during your time working with us.

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15. Your Rights

As a data subject, you have the right to:

As a data subject, you can:

- access and obtain a copy of your personal data (known as a “data subject access request”);
- require the Company to update or correct incomplete data;
- request erasure of your personal data. This enables you to ask the Company to delete your personal data, for example where the data is no longer necessary for the purposes for which it is being processed;
- object to the processing of your personal data where the Company is relying on its legitimate interests or those of a third party for processing; and
- ask the Company to stop processing your personal data for a period of time if data processing is causing you distress as a result of a dispute about its accuracy or completeness.

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- object to the processing of your personal data where the Company is relying on its legitimate interests or those of a third party for processing; and
- ask the Company to stop processing your personal data for a period of time if data processing is causing you distress as a result of a dispute about its accuracy or completeness.

[If you would like to exercise any of these rights, please contact the Data Protection Officer at <<state email address>>]

If you have any questions about the

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

with your data protection rights,
Information Commissioner's Office.

**I acknowledge receipt of
confirm that I have**

**employees and contractors and
it.**

Name.....

Signature.....

Date.....

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