

PRIVACY POLICY FOR EMPLOYERS

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

1. Introduction

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

<<Insert Company Name>> collects, stores and processes personal information about you in connection with our relationship with them. This privacy notice sets down how the Company uses personal information about you during and after your working relationship.

This privacy notice applies to all employees of the Company. This notice does not form part of a contract and may be updated from time to time.

The Company is committed to protecting the privacy and security of your personal information. The Company is transparent about how it collects and uses that data in line with its data protection obligations.

2. Data Protection Principles

The Company will comply with the following data protection principles. This means that the personal information we hold about you will be:

- Used lawfully, fairly and in a transparent manner;
- Collected only for valid purposes that are clearly explained to you clearly and not used in any way incompatible with those purposes;
- Relevant to the purposes for which we collect it 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 give details as necessary for each type of personal data.

- [Personal contact details, including email address, telephone number, title, address and contact details];
- date of birth;
- gender;
- the terms and conditions of employment;
- details of your qualifications, including start and end dates;
- information about your pension scheme;
- details of your bank account details for payment of wages; national insurance number;

- information about your personal and professional contacts;
- information about your previous employment;
- copy of driving licence;
- details of periods of absence from work, such as holiday, and the reasons for the leave;
- information about medical conditions, including whether or not you have a disability for which you may need adjustments;
- details of your schedule of work, including details of when you are not available for work;
- details of trade union membership;
- information about your family and dependants.

The Company collects this information in a variety of ways. For example, data is collected through the application process and during work-related activities throughout the employment.

[In some cases, the Company may collect data about you from third parties, such as references supplied by you, information from background checks and credit records checks permitted by law]].

Data is stored in a range of systems, including in your personnel file, in the Company's HR systems (including the Company's email system).

4. Why Does The Company Collect This Information?

The Company needs to process this information to meet its obligations under the law.

In addition, the Company needs to process this information to ensure that we are complying with our legal obligations, for example to check a worker's entitlement to work in the UK, [For certain roles, the Company may also need to carry out criminal records checks to ensure that individuals are suitable to undertake a particular role.]

5. Situations In Which We Will Use Your Information

Situations in which we will use your information are listed below <<list

In order to:

- [offer work to appropriate candidates];
- maintain accurate and up-to-date records of whom to contact and details of whom to contact for emergency purposes, and records of your contact details (including your personal and professional contacts);
- check you are legally entitled to work in the UK;
- pay you;
- keep a record of work-related activities to allow effective workforce management;
- keep a record of absence from work to allow effective workforce management and ensure that workers are paid for the hours which they are entitled to;
- ensure effective governance of the Company's administration; and

- deal with legal disputes

6. **If You fail to Provide Personal Information**

If you do not prove certain information, the Company may not be able to enter a worker engagement agreement with you. The Company with data in order to comply with statutory holiday entitlements.

7. **Change of Purpose**

The Company will only use your personal information for the purpose for which it was collected unless we reasonably believe that it is necessary to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for another purpose, we will advise you of this and explain the legal basis which allows us to do so.

You should be aware that we will not use your personal information without your consent where required by law.

8. **Information About Criminal Convictions**

We [envisage] OR [do not envisage] collecting information about criminal convictions.

[We will only collect information about criminal convictions if it is appropriate given the nature of the role and we will use this information in the following ways: <<state>>].

9. **Automated Decision-Making**

[Decisions relating to your employment will not be based solely on automated decision-making].

OR

[Some decisions relating to your employment are based solely on automated decision-making, such as: <<state>>]. We will ensure that the automated decision-making involves, why it is done, and consequences for the individual>>]

10. **For How Long Do You Keep My Information**

The Company will only hold your personal information for as long as is necessary to fulfil the purposes we collected it for, including any legal requirements. The periods for which your personal information is held after the end of your worker engagement are <<state>>.

11. **Who Has Access to Data**

Your information will be shared with <<state e.g. members of the HR team (including payroll)>>.

The Company shares your data where necessary in order to administer the relationship with you or where we have another legitimate interest. Data processing services are carried out by third party service providers: <<state relevant services are carried out by third party service providers>>. The Company may also share your data with third parties, for example, in the context of a sale of some of our assets. In those circumstances the data will be subject to confidentiality obligations.

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

OR

[Your data may be transferred outside the European Economic Area (EEA) in order to <<state purpose>> on the basis of <<state relevant services are carried out by third party service providers>>. The Company may also share your data with third parties, for example, in the context of a sale of some of our assets. In those circumstances the data will be subject to confidentiality obligations.]

12. How Does The Company Protect 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>>]

When the Company engages third parties to process your 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 technical and organisational measures to ensure the security of data. [Detailed information is available from <<state job title>>].

13. 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.

14. Your Rights

As a data subject, you have the following rights:

- access and obtain a copy of your personal data (known as a “data subject request”);
- require the Company to update incomplete data;
- request erasure of your personal data. This enables you to ask the Company to delete your 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

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

[Your data may be transferred outside the European Economic Area (EEA) in order to <<state purpose>> on the basis of <<state relevant services are carried out by third party service providers>>. The Company may also share your data with third parties, for example, in the context of a sale of some of our assets. In those circumstances the data will be subject to confidentiality obligations.]

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- require the Company to update incomplete data;
- request erasure of your personal data. This enables you to ask the Company to delete your 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

- ask the Company to delete your personal data for a period of time if data is a dispute about its accuracy or the reason for processing

[If you would like to exercise your rights, please contact the Company. If you have any questions about the privacy notice, please contact the Company.

If you believe that the Company is not complying with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.

I acknowledge receipt of this document and confirm that I have read and understood the contents.

Name.....

Signature.....

Date.....