

# Privacy Notice

**Winters Electrical Services Limited**

Form Ref.

**WES.P143**

**TO BE READ IN CONJUNCTION WITH WES.P112A GDPR POLICY**

## **INTRODUCTION:**

As your employer, the Company needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for personnel use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract & to comply with any legal and regulatory obligations.

## **RECORDS WE HOLD:**

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees & colleges.

The information we hold includes:

- 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 review or, at your request, a letter to your mortgage company confirming your salary;
- Information needed for payroll, including but limited to: tax codes, NI numbers, pension & banking information
- Benefits and expenses purposes
- Contact and emergency contact details
- Records of holiday, sickness and other absence
- Information needed for equal opportunities monitoring policy
- Records relating to your career history, such as training records, appraisals, other performance related information
- Technical & Health & Safety training certification

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay.

## **OUR COMMITMENT:**

Your personal data shall be:

- Processed lawfully, fairly & in a transparent manner
- Collected for specified, explicit & legitimate purposes
- Adequate, relevant & limited to what is necessary
- Accurate &, where necessary, kept up to date
- Retained only for as long as necessary
- Processed in an appropriate manner to maintain security
- All electronic records are stored securely on a dedicated drive, password protected & with limited access
- Training records & technical certification may be held on a local drive, under the control of the relevant Contracts Manager&/or Contracts Administrator
- All paper records are securely stored, with limited access to staff who require access to undertake their work.
- The software currently used to process payroll is supplied by SAGE & Winters IT Support is supplied by NSM, both of which security is covered by their comprehensive GDPR Policies.

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## **YOUR RIGHTS:**

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to HMRC, the pension or health insurance schemes.

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have rights regarding your personal data.

You have the right to ask for a copy of the information we hold about you by making a Subject Access Request (SAR).

You have a right to rectify out of date, inaccurate or incomplete personal data.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 regarding your personal data

Gill Thredder & Lisa Hammer are the controllers and processors of data for the purposes of the DPA 18 and GDPR.