

How we use employee information

(Fair Processing Notice - Employees)

1. Introduction

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Stoll (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th of May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z6043765 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is the Director of Corporate Services.

Any questions relating to this notice and our privacy practices should be sent to info@stoll.org.uk

2. What information we collect about you

We collect the following information from you in two ways (i) directly from you; or (ii) from third parties (including Employment Agencies, previous employers, pensions service, Disclosure and Barring Service):

- a. Name
- b. Date of Birth
- c. Address
- d. Telephone Number
- e. E-mail address
- f. Next of kin and emergency contact information
- g. NI number
- h. Bank account details, payroll records and tax status information

- i. Salary, annual leave, pension and benefits information
- j. Personal characteristics such as gender and ethnic group
- k. Marital status
- l. Location of employment or workplace
- m. Copy of driving licence
- n. Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- o. Employment records (including job titles, work history, working hours, training records and professional memberships)
- p. Compensation history
- q. Performance information; disciplinary and grievance information
- r. Records from the DBS
- s. Absence information
- t. Medical information
- u. Information about your use of our information and communications systems
- v. Photographs
- w. CCTV footage

3. What processing we do with information collected

The information we require from you is used to manage your employment.

We will only process your personal information when the law allows us. That will chiefly be in the following circumstances:

1. Where we need to perform the contract, we have entered into with you
2. Where we need to comply with another legal obligation
3. Where it is necessary for our legitimate interests, or those of a third party, and your interests or fundamental rights and freedoms do not override those interests

We may also process your personal information in the following situations, which are likely to be rare:

4. Where it is necessary to protect the vital interests of you or someone else
5. Where it is needed in the public interest or for official purposes

The processing activities we conduct can be summarised as:

- Managing your salary, Tax, NI and pension payments.
- Managing recruitment and selection
- Managing appraisals, training and development

- Managing HR issues including absence
- Ensuring employment conditions are complied with
- Photographic identification of staff at our sites
- Complying with relevant legislation and regulation
- Complying with health and safety obligations
- Preventing fraud
- Monitoring your use of our information and communication systems to ensure compliance with our IT policies
- Ensuring network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- Conducting data analytics to review and better understand employee retention and attrition rates
- Monitoring diversity and equality

The list is not exhaustive, but the situations involve the performance of our contract with you or compliance with other legal obligations, and/or the pursuit of legitimate interests that are not overridden by your rights or interests. (If you think they are, you should speak to your Data Protection Officer.)

Stoll operates a range of information and communications systems, and technologies for efficient operation of the business. Personal information is stored and managed within those systems, which are maintained to achieve a high level of Confidentiality, Integrity and Availability (CIA) including following best practice cyber security standards.

We hold information in IT systems which may be copied for testing, backup, archiving and disaster recovery purposes.

Employee files are locked securely in a metal cabinet only accessible by HR. All documentation is treated in the strictest confidence.

All data is held within the UK, we may transfer your information outside of the EU in limited circumstances. If we do you can expect a similar degree of security and protection as if it were processed within the EU.

6. How we use sensitive information including information about criminal convictions

The law places additional safeguards and conditions on processing 'special categories' of information (see above) and information about criminal convictions or current criminal proceedings.

We may process the information in the following circumstances:

1. With your explicit written consent but only in the limited circumstances set out below

2. Where it is needed to perform obligations or exercise rights relating to your employment that the law imposes or confers on you or us
3. Where it is needed in the public interest, for equality and diversity monitoring, or in relation to our occupational pension scheme, or to prevent crime.

However, processing of volunteers may not rely on the circumstances set out in paragraph 2 above.

We may also process special category information where it is needed in relation to legal claims, to protect your vital interests or to protect someone else's, when you are not capable of giving your consent; or where you have already made the information public.

Our obligations as an employer

The circumstances in which we will process special category information about you include:

- Information relating to leaves of absence, which may include sickness absence or family related leave, to comply with employment law
- Information about your physical or mental health, or disability status, to ensure your health and safety at work and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence, and to administer benefits
- Information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- Trade union membership information to pay trade union premiums, to register the status of a protected employee, and to comply with employment law obligations.

Do we need your consent?

We don't need your consent to process special category information in order to perform obligations or exercise rights relating your employment that the law imposes or confers on you or us. However, we may ask for your written consent when it is not clear that the particular reason for processing falls within the employment law condition, or we feel we should seek your consent in the particular circumstances.

When we do ask for your consent, we will provide you with full details of the proposed processing and reasons for it so that you can carefully consider whether you wish to consent. Consent must be freely given. It is not a condition of your contract with us that you agree to any request for consent from us, nor will the refusal of consent ever be held against you.

Your right to withdraw consent

You can withdraw your consent at any time. You should inform your manager and/or TRGL's Data Protection Officer. We will no longer process your information for the purpose or

purposes you consented to, unless there is another lawful basis and a continuing need to process the information for the particular purpose. We will tell you about it if we do.

7. Who we share data with and how long we keep information

We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments; Tax and NI;
- To allow your pension provider to process pensions information and handle your pension;
- To register for membership for staff benefits;
- To access Occupational Health services;
- References to other employers after you have left Stoll;
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Your information will only be shared within the UK.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

4. Your rights, the right to complain and the ICO

Your rights to access, correction, erasure, and restriction

You have the right by law to:

Request access to your personal information (commonly known as a 'subject access request' or 'SAR'). This entitles you to a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation

which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party

We may need specific information from you to help us confirm your identity and confirm your right to access the information or exercise any of your other rights. (This is an appropriate security measure to ensure that personal information is not disclosed to someone who has no right to receive it). You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Require us to correct any inaccuracies in your information

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact the Data Protection Officer.

You have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

5. Changes to our Fair Processing Notice

Our Fair Processing Notice is regularly kept up to date, so please do check it from time to time in Useful Stuff. We will notify you about significant changes in the way we treat personal information by sending a notice to your work email address.