

This is the Staff Data Privacy Policy of Scalemaster Limited**1. How we manage your data**

This document provides Company Policy and information on how we use and store the personal data of our staff, people who apply for a job and some types of visitor. We are committed to being transparent about how we collect and use the data to meet our Data Protection obligations.

We are responsible for managing the personal data for the following groups:

- Job applicants
- Employees on a salaried contract
- Staff who work on a casual or claims basis
- External Consultants who require access to company systems
- Visitors

2. What personal information do we hold about you?

We will keep a record of the details you provided on your application form (or equivalent), any supporting documents we request as part of the recruitment and selection process, additional details provided by any referees and records following any interview process.

2.1 Applicant Data

If you are successful, the information you give us will be transferred to your confidential staff record. If you are unsuccessful, we will retain the information for six months for reporting purposes.

2.2 Staff Data

The range of information that we collect and process about you includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender
- The terms and conditions of your employment
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and within the company
- Information about your salary, pay progression and awards, any entitlement to benefits such as pensions or insurance cover
- Details of your bank account and national insurance number
- Information about your marital status, next of kin, dependants and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, special leave and study leave
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence

- Assessments of your performance, training you have participated in, performance improvement plans and related correspondence
- Information about medical or health conditions, including whether you have a health condition for which the company needs to make reasonable adjustments

We will maintain this information during the time you work with us. We will retain the records for a minimum of 6 years after you have left us, for statutory purposes

2.3 Sensitive personal data

In addition to the information in Section 2.2, we may process some information about you that is sensitive personal data. This includes information concerning your ethnic origin, sexual orientation, religious beliefs and health conditions, to provide care, help or suitable adjustments.

The access and sharing of your sensitive personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

We only collect sensitive personal data with your consent.

3. Why do we collect your information?

In most cases, your personal information is either necessary for the performance of our contractual obligations with you in our legitimate interest as your employer, or necessary for compliance with a legal obligation - for example, to deduct income tax.

We will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- Assess your suitability for a role or task including right to work checks
- Administer payroll, pension and other standard employment functions
- Ensure effective HR and business administration
- Deliver facilities, services and benefits to you and where appropriate, to monitor your use of those facilities in accordance with company policies - for example, the acceptable use of IT
- Operate security (including CCTV), governance, audit and quality assurance arrangements
- Communicate effectively with you by post, email and phone
- Support your training, safety and wellbeing requirements
- Enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us)
- Obtain Occupational Health advice to ensure we comply with our duties in relation to individuals with health conditions, meet our obligations under Health and Safety law and ensure you receive the pay or other benefits to which you are entitled
- Fulfil and monitor our responsibilities under equalities, immigration and public safety legislation

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

4. Who has access to your data within the company?

Access to your data is strictly restricted to those who need to use it as part of their job. This will be restricted to the Financial Controller, Office Manager and Supervisor, Director and HR Manager.

5. Who do we share your data with outside the company?

We share some of your data with third parties to obtain pre-employment references from other employers.

We will provide references about you to external enquirers where you have requested or indicated that we should do so. An example would be to a bank for a mortgage reference.

Except for the organisations listed above, we will not normally publish or disclose any personal information about you unless you have requested it, consented to it or it is an emergency. We reserve the right to disclose your personal data in order to comply with the law, applicable regulations and government requests.

6. How do we hold your data?

We are committed to keeping your personal data secure and will take all reasonable precautions to do so. We store data electronically, on a secure system. Any hard copies of personnel files are kept securely.

7. What are my rights?

You have the following rights in Data Protection law. You can:

- Access and obtain a copy of your information on request. This is called a Data Subject Access Request. Please request formally, in writing to the Director
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where we rely on its legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data

8. What if you do not provide personal data?

Certain information such as contact details, your right to work in the UK and payment details, must be provided to enable us to enter into a contract of employment with you. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising out of the employment relationship.

You may also have to provide us with personal information to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

9. Who can I contact?

If you need further help with your personal information, please email the Director.

10. How do I complain?

If you have a query or concern, please raise this initially with the Director.

If you are still not satisfied, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

11. Changes to this privacy policy

Any changes we may make to this policy in the future will be recorded in an updated version of this document, and where appropriate, notified to you by email.

Approved by



Date 24 May 2018

Director:

Dr Carl Jasper

DATE: June 2018

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PAGE: 4 OF 4
