**GDPR Privacy Notice for Employees, Workers, and Contractors (UK)**

1. **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

Taylor Lane Timber Frame Limited (TLTF) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

TLTF is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

1. **DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only if necessary for the purposes we have told you about.
6. Kept securely.

1. **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

We will collect, store, and use the following categories of personal information about you:

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
* Date of birth.
* Gender.
* Marital status and dependants.
* Next of kin and emergency contact information.
* National Insurance number.
* Bank account details, payroll records and tax status information.
* Salary, annual leave, pension, and benefits information.
* Start date.
* Location of employment or workplace.
* Copy of driving licence.
* 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).
* Employment records (including job titles, work history, working hours, training records and professional memberships).
* Compensation history.
* Performance information.
* Disciplinary and grievance information.
* CCTV footage and other information obtained through electronic means such as key fob records.
* Information about your use of our information and communications systems.
* Photographs.

We may also collect, store, and use the following “special categories” of more sensitive personal information:

* Information about your health, including any medical condition, health, and sickness records.

1. **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

1. **HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

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

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

1. Where we need to protect your interests (or someone else’s interests).
2. Where it is needed in the public interest.

1. **Situations in which we will use your personal information**

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. The situations in which we will process your personal information are listed below.

* Deciding about your recruitment or appointment.
* Determining the terms on which you work for us.
* Checking you are legally entitled to work in the UK.
* Paying you and, if you are an employee, deducting tax and National Insurance contributions.
* Providing the following benefits to you: Gym memberships, cycle to work schemes, insurances, childcare vouchers.
* Consulting with your pension provider if you are an employee.
* Administering the contract, we have entered with you.
* Business management and planning, including accounting and auditing.
* Conducting performance reviews, managing performance, and determining performance requirements.
* Making decisions about salary reviews and compensation.
* Assessing qualifications for a particular job or task, including decisions about promotions.
* Gathering evidence for grievance or disciplinary hearings.
* Making decisions about your continued employment or engagement.
* Deciding for the termination of our working relationship.
* Education, training, and development requirements.
* Dealing with legal disputes involving you, or other employees, workers, and contractors, including accidents at work.
* Ascertaining your fitness to work.
* Managing sickness absence.
* Complying with health and safety obligations.
* To prevent fraud.
* To monitor your use of our information and communication systems to ensure compliance with our IT policies.
* To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
* To conduct data analytics studies to review and better understand employee retention and attrition rates.
* Equal opportunities monitoring.

1. **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

1. **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

1. **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

” Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to conduct our legal obligations and in line with our Privacy Standard.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.

Where it is needed to assess your working ability on health grounds, subject to appropriate confidentiality safeguards.

**Our obligations as an employer**

We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.

We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

We will use 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.

**Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to conduct our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

**INFORMATION ABOUT CRIMINAL CONVICTIONS**

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you during you working for us.

**DATA SHARING**

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

**Why might you share my personal information with third parties?**

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

**Which third-party service providers process my personal information?**

Third parties” includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are conducted by third-party service providers: payroll, pension administration, legal, benefits provision and administration, IT services.

**How secure is my information with third-party service providers and other entities in our group?**

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to our Processor Agreement.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**DATA RETENTION**

**How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Please also refer to our Data Subject Request Policy for details on:

1. Subject access request
2. The right to be informed.
3. The right of access.
4. The right to rectification.
5. The right to erasure (also known as the ‘right to be forgotten’).
6. The right to restrict processing.
7. The right to data portability.
8. The right to object.

**CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact HR Manager.**

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| I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of Taylor Lane Timber Frame’s Privacy Notice for employees and that I have read and understood it. |
| Signature……………………………………………… |
| PRINT Name…………………………………………. |
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