

# Scattergoods Agency Ltd

## Privacy Statement – Employees, Workers & Contractors

The information we collect about you is processed in line with the General Data Protection Regulation and our Data Protection Policies.

This Privacy Notice is in compliance with our duty to inform Data Subjects of our processing activities.

### What categories of Personal Data do we process?

We process the following kinds of information in relation to these Data Subjects above:

- Personal contact details such as name, title, address, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Signature
- 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
- Copies of driving licence and passport
- Copies of motor insurance documentation
- Qualification certificates
- Reference details and their opinions about your performance in former roles
- Recruitment information (including copies of right to work documentation, 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, 48 hour working week opt out forms, training records and professional memberships)
- Attachment of earnings documentation
- Pay history
- Performance information including probation forms, appraisals and promotions
- Disciplinary and grievance information
- Information about your use of our information and communications systems
- P45 and P60 and PAYE report documents
- Signed terms of employment or engagement
- General correspondence items
- Maternity documents

We may also collect, store and use the following “special categories” of more sensitive personal information in line with our Processing Sensitive Data Policy:

- Information about your health, including any medical condition, health and sickness records
- Ethnic origin
- Information about criminal convictions and offences

### Why do we process this information?

We will use the types of personal information specified above 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 our legal obligations.
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.

## **Situations in which we will use your personal information**

We need 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.

In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision 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 benefits to you
- Liaising with your pension provider
- Administering the contract we have entered into 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 possible grievance or disciplinary hearings
- Making decisions about your continued employment or engagement
- Making arrangements 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
- Equal opportunities monitoring
- Statutory Sick Pay / Sick Pay
- Maternity Rights
- To assess your capacity on health grounds subject to appropriate confidentiality safeguards
- To comply with our duty of care and to consider work related adjustments where required under the Equality Act 2010
- To ensure we comply with safeguarding duties regarding vulnerable adults and / or children

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably 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.

## **Where did we collect this data from?**

Unless indicated below, the Personal Data was collected from the Data Subject during the application process.

The source for any Personal Data not collected from the Data Subject:

- Employment agencies or businesses
- Credit reference agencies
- The Disclosure and Barring Service (DBS)
- Former employees or workers who may have recommended you

We will also collect information in the categories above in the course of your employment throughout the period you work for us.

### **Are you under any obligation to provide the Personal Data?**

Where we process Personal Data to comply with our legal obligations Data Subjects must provide this information. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into 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 employees /workers), or we may be prevented from achieving our legitimate interests as your employer.

### **Who do we share this information with?**

The following activities are carried out by third-party service providers: payroll, pension administration, IT services, outsourced HR and data protection consultancy, legal advisors and accountancy services.

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.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

We will not transfer your personal information outside the EU.

### **Will the information be used for automated decision making or profiling?**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **How long do we keep this information?**

We retain Personal Data in compliance with our Retention Policy and Schedule 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. Our Retention Policy and Schedule are available at [www.scattergoods.co.uk](http://www.scattergoods.co.uk).

### **How do we keep this information secure?**

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 a duty of confidentiality.

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.

### **What rights do you have?**

Data Subjects are entitled to request that we erase, restrict, rectify or provide you with a copy of the data we hold, and may object to processing activities.

It is our policy to fulfil any such request within the statutory period of one month unless there is a compelling legal or contractual obligation which prevents us from doing so.

To make any such request please contact our officers responsible for data protection:

- **Karen Elson** – [karen@scattergoods.co.uk](mailto:karen@scattergoods.co.uk) – 01483 461 963
- **Darren O'Leary** – [darren@scattergoods.co.uk](mailto:darren@scattergoods.co.uk) – 01483 461 950

You also have the right to lodge a complaint with the UK's data regulator, the Information Commissioner's Office. Visit <https://ico.org.uk/> for more information.

**Our contact information**

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