

## **Data Protection Policy**

It is your responsibility if you process data to ensure that it is not given to any individual who is not authorised to see it or receive it.

The Company retains and processes data on you for business purposes such as HR, training and payroll and also for legislative purposes. You will be asked to give positive consent to the Company to ensure our compliance with GDPR. This will mean you indicating in writing that you do or do not consent to our holding a processing of your data.

Kilmac Ltd are what is known as the 'controller' of the personal information which we gather and use. We are registered with the UK Information Commissioners Office (ICO) under registration number ZA156792.

This policy is intended to inform you, the individual, of personal information we hold of yours and the purpose of use.

### **WHAT KIND OF PERSONAL INFORMATION WE HOLD IN RELATION TO YOU:**

- ✓ Name
- ✓ Postal Address
- ✓ Phone Numbers
- ✓ Email Address
- ✓ NI Number
- ✓ Tax Code
- ✓ Bank Details
- ✓ Pension Data
- ✓ Medical History
- ✓ Driving History
- ✓ Eligibility to Work in UK documentation

### **HOW WE GATHER YOUR PERSONAL INFORMATION**

Initially we gather the information we use directly from yourself using the New Start Pack you fill in when you begin employment with us. Throughout the year we will request updates on Driving and Medical history, otherwise, you volunteer details of any change to bank details or address changes.

### **WHY WE USE YOUR PERSONAL INFORMATION**

There are two lawful basis under which we use personal information:

- 1) Contract - in order to fulfil our contractual obligations to remunerate you
- 2) Legal - in order to fulfil our legal obligation to report to the HMRC, Pension Provider and to ensure safe systems of work through vehicle monitoring and the use of occupational health.

### **HOW DO WE STORE PERSONAL INFORMATION?**

We have identified the data processors within the organisation and your personal information is only accessed by those processors. It is stored electronically on a secure drive and any paper files in locked cabinets. Your details will also be held within Sage, our accounts processing package and RBS Bankline, our online payments system. All of these storage facilities are under secure access by our data processors only.

### **HOW LONG WILL WE KEEP PERSONAL INFORMATION?**

We will never retain personal information for any longer than is necessary for the purposes we need to use it for. Generally, we will retain your personnel record securely for the duration of your contract and a period of up to two years after the contract has expired or terminated or for as long as is required by law, in case such personal information is required for the exercise or defence of a legal claim during this period. We are required by law to keep payroll records for 7 years.

## **SHARING PERSONAL INFORMATION WITH THIRD PARTIES**

We share your personal information with HMRC or Pension Provider where we are under a legal obligation to do so. We may also share your medical history with a third party for occupational health purposes and your postal address and phone number for vehicle monitoring purposes.

## **YOUR INDIVIDUAL RIGHTS**

Individuals are entitled to exercise any of the following privacy rights in respect of our processing of personal information:

- (a) Access: Individuals can request access to a copy of their personal information held by us, along with details of what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision-making.
- (b) Rectification: Individuals can ask us to change or complete any inaccurate or incomplete personal information held about them.
- (c) Erasure: Individuals can ask us to delete their personal information where it is no longer necessary for us to use it, or where we have no legal basis for keeping it.
- (d) Restriction: Individuals can ask us to restrict the personal information we use about them where we are not able to erase their personal information or where an individual has objected to our use of their personal information.
- (e) Object: Individuals can object to our processing of their personal information.
- (f) Portability: Individuals can ask us to provide them or a third party with some of the personal information we hold about them in a structured, commonly used, electronic format so it can be easily transferred.
- (g) Withdraw Consent: Generally, we do not require consent to process personal information and so we do not ordinarily ask for consent to process personal information. However, where we do ask for consent to process personal information, individuals have the right to withdraw their consent at any time.

If you leave the Company, you have the right under GDPR to be “forgotten” and all Company held data on you permanently deleted. If you wish to be “forgotten” you should contact the Company’s data controller who will comply with your request

The above is intended for information purposes and clarity if you have any queries or wish to exercise any of your individual rights please contact HR officer.