Human Resources Privacy Notice

Introduction

Empira Limited is registered in England and Wales, with Company Number 13256532, and our registered office is;

Unit B

1st Floor

210 Cygnet Court

Centre Park

Warrington

WA1 1PP

We appreciate the importance of processing personal data and keeping it secure. This Privacy Notice is to provide you with an understanding of when and why we collect personal data, how and why the data is processed, what we do with it, the conditions in which it may be disclosed to others, how it is kept secure, and what your rights are in relation to it.

Empira Limited is registered with the Information Commissioner under registration number ZB014680. Our Registration details can be located on the Information Commissioner's Website, on the Register of Fee Payers.

What type of information we have

We hold and process information for previous, current and perspective employees.

We collect and process the following information;

- Personal identifiers, contacts and characteristics, for example;
    - Name (forename, middle name, surname – current and previous)
    - Address (current and previous – including post code)
    - Contact telephone number (mobile and landline)
    - Date of Birth
    - Email address(s)
- Special Category data, for example;
    - Racial or ethnic origin
    - Data concerning health

*This list is not exhaustive

How do we obtain the information and why do we process it?

As defined within the General Data Protection Regulations, there must be a lawful basis in which we process personal data.

Our lawful basis to process data

- Compliance with our legal obligations
    - To process salary payments and pension contributions
- Compliance with the performance of the employment contract
    - To manage HR processes, such as;
        - Wellbeing and welfare
        - Training and Development
        - Recruitment
        - Detection and prevention of crime
        - Managing obligations under health and safety and the Equality Act 2010
        - Managing sickness
        - Managing maternity and paternity leave

The majority of personal data will be provided by you as an employee, in order to comply with the terms and conditions of employment.

When we have a vacancy within our business, your personal information may be provided to us by any Recruitment Agency or Apprenticeship provider with whom you have registered.

We also have the ability to review CV's on employment websites, if we enter key criteria.

The current employment platform utlised is Indeed. You can locate their Privacy Notice their website.

<u>What we do with the information</u>

During the course of your employment, for the purposes of our legal obligations and for the performance of your employment contact, we may share your information with;

- Payroll provider
- Pension provider
- Accountant
- Insurer
- Law Enforcement
- Regulatory Bodies or other Supervisory Authority
- HMRC
- HR Portal
- Disclosure and Barring Service Provider

We will also share your special category data, during the course of employment, but only when one of the following is met;

- The processing is necessary to protect your vital interests or another's vital interest (for example a medical emergency)
- The processing is necessary for the detection/prevention of crime or the information has been requested by law enforcement
- A Court Order is served
- The processing is necessary to meet a legal and/or regulatory obligation

When a conditional offer of employment has been made to you, following a Declaration signed by you, a Basic Disclosure Check will be made, through our third party provider, to

carry out that check. Personal information will need to be provided to the third party provider in order for the check to be carried out.

In addition, we will contact your nominated referees, with the information you provided within your CV/Application, in order to obtain satisfactory references.

We do not utilise automated profiling or automated decision making.

How we store information?

All information is securely stored, electronically, on secure servers, located within the EU. We do not store any information outside of the EU.

We may occasionally hold hard copy documents, but these are not normally retained and all information is usually stored electronically, unless legal/regulatory obligations require us to hold hard copies.

How long do we retain information?

We retain personal data for a period of no less than 6 years and no longer than 7 years, from the date in which employment with the business ends.

With regards to unsuccessful candidates, for legal and regulatory obligations, we retain your data for a period of 6 months, from the conclusion of your engagement. This includes all data obtained during the assessment and interview process.

We will then securely dispose of the electronic data, by way of erasure.

Data Protection Rights

Under the General Data Protection Regulations/Data Protection Act 2018, a Data Subject has the following rights;

- The right of access
- The right to rectification
- The right to erasure
- The right to the restriction of processing
- The right to object to processing
- The right to data portability
- The right to make a complaint/raise a concern regarding processing, sharing and/or retention of personal data

No charge is applied for exercising the above rights, and if you make such a request, we shall respond to you, without delay, and within one month.

All requests can be made via the following methods

Telephone; 01925 984 020

Email; DataProtectionOfficer@Empira.co.uk

Post; Unit B

1st Floor

210 Cygnet Court

Centre Park

Warrington

WA1 1PP

How to make a complaint

Any complaints can be raised to us in the first instance to our Data Protection Officer;

Email; DataProtectionOfficer@Empira.co.uk

Post; Unit B

1st Floor

210 Cygnet Court

Centre Park

Warrington

WA1 1PP

Alternatively, complaints can be made to the Supervisory Authority, The Information Commissioner;

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk

0303 123 1113

Our Commitment

We treat personal data with the upmost importance and have the relevant measures and safeguards in place to uphold our obligations.