

# Employee Privacy Policy

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## 1. Scope

This policy refers to the EU General Data Protection Regulations (GDPR) and applies to Spearhead International Ltd and Greens of Soham Ltd and any related subsidiaries.

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The data controller is Spearhead International Ltd and Greens of Soham Ltd.

## 2. What information does the organisation collect?

The organisation collects a range of information about you. This 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 with the organisation
- information about your remuneration, including 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
- information about your criminal record
- details of your schedule (days of work and working hours) and attendance at work
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and any reasons given for the 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, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- details of trade union membership
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## 3. Why does the organisation process personal data?

The organisation needs to process data to take steps to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment and induction process and for keeping records of the process. The organisation may also need to process data from employees to respond to and defend against legal claims. The organisation also has to maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

#### 4. Who has access to data?

Your information will be shared internally, including with members of the HR team, payroll, your line manager, managers in the business area in which you work, Directors and IT staff if access to the data is necessary for performance of their roles.

The organisation also shares your data with third parties that process data on its behalf, such as payroll or timekeeping providers and those that work within the provision of benefits. The information which you give to us may be transferred to countries outside the European Union ("EU"). For example, some of our third-party providers may be located outside of the EU.

Where this is the case we will take steps to make sure the right security measures are taken so that your privacy rights continue to be protected as outlined in this policy.

By submitting your personal data, you're agreeing to this transfer, storing or processing. Where our third-party suppliers are in the US we have ensured that their services fall under the "[Privacy Shield](#)" whereby participating companies are deemed to have adequate protection and therefore facilitate the transfer of information from the EU to the US.

#### 5. How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### 6. For how long does the organisation keep data?

The organisation will hold your personal data for the duration of your employment and for any length after this to adhere to legal and statutory obligations.

#### 7. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [sar@spearheadgroup.co.uk](mailto:sar@spearheadgroup.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## 8. What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. You are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data 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.

Certain information, such as contact details, your right to work in the UK and payment details, must be provided to enable the organisation to enter a contract of employment with you. If you do not provide requested information, this could hinder the company's ability to meet its legal obligations.