



Privacy notices - HR

One of the areas which the GDPR has focused on is providing individuals more information about why and how their data will be processed and what their legal rights are.

Our separate Data Protection Privacy Notice – Employee Information is a general document providing such information in relation to the employment relationship and should form part of your Employee Handbook.

However, at the point of collecting personal data it is vital you advise the individual of the intended use of that personal data and therefore we have produced below a selection of short statements which can be inserted on relevant documents such as applications forms, health questionnaires etc. Each statement makes reference to the general Data Protection Privacy Notice in order that the employee is aware of where they can obtain more information about their rights.

Document: Application Forms

The information provided on this form will be used as part of our recruitment process to assess your capacity to perform the role which you have applied for.

Certain information (for example relating to your age, gender, race/ethnic and national origins, disability, sexual orientation, religious or philosophical beliefs) may be used in statistical format in order that we can assess and report on equality and diversity in our recruitment process but will not be made available to the individual responsible for the recruitment decision.

If you are successful in your application then the information provided in this form will be kept on your personnel file. If your application is unsuccessful then we will keep this information for a period of 6 months after the recruitment decision has been made.

For more information on your data protection rights in relation to your application please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: New Starter Forms

The information on this form and any supporting documentation will be used for staff administration purposes to ensure that we can meet our contractual and legal obligations including:

- Making payment of wages/salary etc. to you
- Processing PAYE pay roll and reporting to HMRC
- Complying with our health and safety obligations
- Complying with our obligations to ensure all employees and workers are legally entitled to work in the UK



The information provided on this form will be placed on your personnel file.

For more information on your data protection rights in relation to your employment please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: Health Questionnaires

We require the information on this form in order to:

- In order to meet our health and safety obligations to you including providing first aid in the event of injury at work
- Assess your capacity to perform the role safely
- Comply with our legal obligation to carry out health surveillance due to the nature of the job role
- Assess your capacity to return to work after a period of illness or injury and determine if any adjustments are necessary for your role
- To obtain occupational health advice in relation to your ability to perform the job role

For more information on your data protection rights in relation to your employment please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: DBS/Criminal Record check application forms

We require the information requested on this form because we are legally obliged to carry out a DBS check because the job role is classified as a regulated activity under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Police Act 1997 (Criminal Records) Regulations **or** it is our policy to carry out a basic criminal records check in order to assess suitability for employment.

We will only keep criminal record information for as long as is necessary to make a recruitment decision and for a maximum of six months. Criminal records information will only be made available to those persons necessary for the purposes of making a recruitment decision. We will maintain a record of the fact that we have carried out a check and the reference number only.

For more information on your data protection rights in relation to your employment please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: Vehicle Tracking policy

We use vehicle trackers on company vehicles for the following purposes:



- In order that we can identify remote workers' whereabouts for health and safety reasons
- To assist in the efficient scheduling of works
- As part of investigations into alleged incidents involving company vehicles or to investigate allegations of misconduct and breach of contract
- To assist maintain mileage records for accounting purposes

Vehicle trackers will normally only be used for vehicles which are for business use only. Where a company vehicle is made available for personal use only we may still use a vehicle tracker if we can implement measures to ensure that tracking information is not made available to the Company outside of normal working hours.

For more information on your data protection rights in relation to your employment please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: Dash-cam policy

We use dash-cams on Company Vehicles in order to assist investigations into accidents or incidents involving Company Vehicles or as part of an investigation into allegations of misconduct or breach of contract in relation to Company Vehicles.

Where a Company Vehicle is for business and personal use then the employee may turn the dash-cam off when using the vehicle for personal reasons.

For more information on your data protection rights in relation to your employment please refer to our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.

Document: CCTV policy

We operate CCTV in public and/or working areas in order to:

- Provide a safer environment for staff, customers and members of the public at our premises.
- Deter prospective offenders.
- Assist in determining the cause and severity of accidents to assist in insurance claims.
- Lessen the costs associated with vandalism to property.
- Assist in preventing fraud by employees and customers.
- Provide recordings under strictly regulated conditions to permit detection and identification of offenders.

For more information please refer to our CCTV Policy and our Data Protection Privacy Notice – Employee Information, which is available on request or in our Employee Handbook.



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