



POL 22 Issue 1

Date 14/05/18

Review Date 14/05/19

Company Policy

Reviewer: Director of Operations

SpliceGroup GDPR – PRIVACY POLICY

This Privacy Policy explains how we (SpliceGroup Europe Ltd) use any personal information we collect about you.

- **What information do we collect about you (1)**
- **How we will use the information about you (2)**
- **Why we hold the data (3)**
- **How will your data be used (4)**
- **Who has access to the data (5)**
- **How long we keep data (6)**
- **Access to your information (7)**
- **How to raise a complaint (8)**

1. What information do we collect about you

In order to manage our business we keep records about our employees that includes the following information:

- Name
- Date of birth
- Sex
- Postal Address
- Email address
- Passport
- Driving licence
- Vehicle insurance
- Telephone numbers
- Next of kin
- Sickness record
- Medical Records
- Disciplinary record
- C.V.
- References
- Qualifications / Training records
- Rate of pay
- Payroll Related information; Bank details, NI number, Tax etc
- Pension
- Private Health care
- Performance record
- Appraisals
- Criminal records
- Credit Checks



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2. How we will use the information about you

We require certain data in order to run our business legally and efficiently and to process payments to you.

We require that you expressly consent in your contract of employment to our processing data including sensitive personal data about you. Without this consent it may not be lawful for us to process data in order for us to meet the needs of running our business.

All personal data held will not be shared outside of SpliceGroup without your consent.

3. Why we hold the data

Any personal data is held in order to meet business requirements.

4. How will your data be used

Your data will be used to ensure:

You have the right to work in the UK.

Appropriate deductions can be applied from salary such as, but not limited to N.I, Tax and Pension.

We meet all legal and employers responsibilities.

We meet our customer's contractual requirements.

5. Who has access to the data

Your data will not be shared outside the company. (Without your prior consent)

Your personal data can be accessed by your manager, Finance, HR and other Head Office staff in the course of their duties as agreed with the DPO.

6. How long we keep data

Any personal data will be retained as necessary during the course of your employment and records will be retained for up to seven years after the date that you leave the employment of SpliceGroup.

Data will only be retained for a period of longer than seven years if it is material to legal proceedings or should otherwise be required in our interests after that period.

7. Access to your information

You may request access to your data at any time by submitting a written request to the DPO – Finance Director. No charge will be applied.

8. How to raise a complaint

If you think there is a problem in the way we are handling your data you can report a concern via the Information Commissioner's Office (ICO)

<https://ico.org.uk>

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