



EMPLOYEE PRIVACY NOTICE

DUTYPOINT.COM



OVERVIEW

The employee privacy notice sets out the basis on which Dutypoint Ltd. (**'we', 'us'** or the **'Company'**) processes any Data relating to our employees - as well as any workers or self-employed individuals who engage directly (collectively referred to as **'employees'** for ease of reference in this document only). Please ensure that you read this employee privacy notice carefully.

We are committed to protecting and respecting your privacy during your relationship with us and this employee privacy notice outlines what Personal Data and Special Categories of Personal Data we collect from you, about you and how it will be used. We may make changes to the content of this employee privacy notice in the future, in which case we will provide you with an updated version.

DEFINITIONS TO HELP YOU UNDERSTAND THIS PRIVACY NOTICE

Throughout this employee privacy notice, certain words or phrases have specific meanings - indicated by them being capitalised.

"Data" means both Personal Data and where relevant Special Categories of Personal Data.

"Personal Data" means any information about employees, workers and self-employed individuals, who can either be directly identified from the information or indirectly identified if that information was connected with other information.

"Processing" means any use that is made of Data including (but not limited to) collecting, storing, amending, disclosing or destroying it (also includes **'Processes'** and **'Process'**).

"Special Categories of Personal Data" covers more sensitive Personal Data. Details of Special Categories of Personal Data can be found on the Information Commissioners Office website - ico.org.uk

WHAT DATA DO YOU GIVE US/WE COLLECT ABOUT YOU?

We may collect some or all of the following Data about you:

Type of Data	How is Data obtained?
Your contact details - name, address, telephone number	You provide this as part of your application for employment
Bank account details	You provide this either before or within the first month of your employment
Information about your nationality and entitlement to work in the UK	You initially provide this in advance of commencing employment and further data may be obtained during employment
Emergency contact details, date of birth and national insurance number	You provide this either before or within the first month of your employment

HOW LONG DO WE KEEP YOUR DATA FOR?

Where we no longer have the requirement to retain or Process your Data for the purpose(s) that it was collected, we shall stop Processing that Data and irretrievably delete or anonymise it.



WHY DO WE PROCESS YOUR DATA?

(A) Personal Data

We will only process your Data where the law allows us to. The table below lists the reasons why we may process your Personal Data. Next to each purpose, we have explained why we have the right to process your data in that way:

Purpose of data processing	Justification for processing
Pay your salary	Processing is necessary to perform our obligations under your employment contract
Checking legal entitlement to work in the UK	To ensure that we are complying with our legal obligations
To enable you to take periods of leave which you are entitled	To ensure that we are complying with our legal obligations

(B) Special Categories of Personal Data

We will only process Special Categories of Data where the law allows or requires us to. The table below lists the reasons why we process Special Categories of your Personal Data. Next to each purpose, we have explained why we have the right to process your Special Categories of Personal Data in that way.

Purpose of data processing	Justification for processing
Assess whether any reasonable adjustments need to be made to your work arrangements	To comply with our duty to make reasonable adjustments under English law
To comply with any disclosure obligations as part of litigation that the company is involved in	For the exercise of defence of legal claims
To comply with health and safety law	To ensure that we are complying with our legal obligations as your employer

WHAT WILL HAPPEN IF YOU FAIL TO PROVIDE YOUR DATA?

Except where your Data is processed by us to comply with a legal obligation, you are under no obligation to provide your Data. However, if you refuse to provide your Data, then it may not be possible for the Company to carry out the purposes listed in the tables above (for example, the Company may not be able to pay your salary if you do not provide your bank details) and/or it would significantly slow down the relevant purpose. Where the processing of your Data is necessary to comply with a legal obligation, you are obliged to provide all relevant Data because if you don't provide this we may be prevented from complying with our legal obligations.



WHO DO YOU TRANSFER YOUR DATA TO AND/OR WHO HAS ACCESS TO IT?

Your Personal Data may be sent to or accessed by the following recipients:

Recipient or category of recipient	Location	If the recipient is based outside of the European Economic, what is the lawful basis of that international transfer?
Payroll provider	UK	N/A
Third-party insurance providers	UK	N/A
Directors	UK	N/A
HR personnel and admin	UK	N/A

IS YOUR DATA USED FOR AUTOMATED DECISION-MAKING?

We do not envisage that any decision will be taken about you using automated means, however, we will notify you in writing if this position changes.

SECURITY

Your Data is secured against unauthorised access or disclosure using reasonable and appropriate safeguards. In particular, we limit access to your Data to only those individuals who need to access it (for example for HR administration or management purposes) and we ensure that Data is password protected where appropriate.

YOUR RIGHTS IN RELATION TO OUR PROCESSING

You have certain rights in relation to our processing of your Data. These rights are summarised in the Schedule in this employee privacy notice.

CONTACT US

We are the controller of your Data. If you have any questions regarding this employee privacy notice, the processing of your Data, or the exercise of your rights in relation to your Data, please do not hesitate to contact Stuart Calvert or Annika Freeman.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and understood the contents of this employee privacy notice and acknowledge the rights that I have in relation to the Company's processing of my Data:

Signature:

Name:

Date:

Policy last updated July 2018



SCHEDULE 1 - EMPLOYEE RIGHTS

The rights referred to in the employee privacy notice are:

A) RIGHT TO OBJECT

In certain circumstances, you have the right to object to us processing your Data. The relevant circumstances in which you may invoke this right are where we are processing your Data based on our legitimate interests. If you ask us to stop processing your Data, we will stop unless we can demonstrate compelling grounds as to why the processing should continue (which overrides your rights) in accordance with data protection laws or, if the information is required to establish, exercise or defend legal claims.

B) RIGHT OF ACCESS

You have the right to receive confirmation as to whether your Data is being processed by us, as well as various other information relating to our use of your Data and copies of that information. You also have the right to request access to your data which we are processing. We may charge you for exercising this right, subject to applicable law

C) RIGHT TO RECTIFICATION

You have the right to require us to rectify any inaccurate Data we hold about you. You also have the right to have incomplete Data we hold about you completed, by providing a supplementary statement to us.

D) RIGHT TO RESTRICTION

In certain circumstances, you have the right to request that we restrict the processing of your Data. The relevant circumstances in which you may invoke this right are where:

- the accuracy of the Data is being contested by you;
- the processing by us of your Data is unlawful, but you do not want the relevant Data to be erased;
- we no longer need to process your Data for the agreed purposes, but you want to preserve your Data for the establishment, exercise or defence of legal claims; or
- we are processing your Personal Data on the basis of our legitimate interest (as set out above) and you:
 - object to our processing on this basis; and
 - want processing of the relevant Personal Data to be restricted until it can be determined whether our legitimate interest overrides your legitimate interest

Where any exercise by you of your right to restriction determines that our processing of particular Data is to be restricted, we will then only process the relevant information for storage purposes and for the purpose of establishing, exercising or defending legal claims.

E) RIGHT TO WITHDRAW CONSENT FOR PROCESSING OF SPECIAL CATEGORIES OF PERSONAL DATA

In certain circumstances, you have the right to withdraw consent to us processing your Special Categories of Personal Data. The relevant circumstances in which you may invoke this right are where our processing of your Special Categories of Personal Data is based on your consent. To do this, you should contact the HR department by email. If you withdraw your consent, this shall not affect the lawfulness of any processing of that data which occurred before the date that you withdrew your consent.

F) RIGHT TO DATA PORTABILITY

Where either:

- our processing of your Special Categories of Personal Data is based on your consent, or
- our processing of your Personal Data is based on the grounds that it is necessary for the performance of our obligations under your employment contract (or any other relevant agreement that you enter into with us), **AND** the processing is carried out by automated means you have the right to request that you receive copies of the relevant Data in a structured, standard machine-readable format and to request that this information is transmitted directly to another controller.

G) RIGHT TO ERASURE

In certain circumstances, you have the right to ask us to erase your Data. The relevant circumstances in which you may invoke this right are:

- where the processing is no longer necessary in relation to the purposes for which your Data were collected or otherwise processed;
- our processing of your Special Categories of Personal Data is based on your consent, you have subsequently withdrawn your consent and there is no other legal ground we can use to process your Special Categories of Personal Data;
- you object to the processing as set out in the "right to object" section of this employee privacy notice and we have no overriding legitimate interest for our processing;
- the Personal Data or Special Categories of Personal Data have been unlawfully processed; and
- the erasure is required for compliance with a law to which we are subject.

H) RIGHT TO COMPLAIN TO A SUPERVISORY AUTHORITY

If you believe that your data protection/privacy rights have been breached by the Company, you have the right to lodge a complaint with the Information Commissioner's Office, the supervisory authority for data protection issues in England and Wales.



ANY QUESTIONS?

**We're always here to help!
If you have any questions get
in touch with your supervisor.**