

Employee Privacy Notice

Formula Facilities Services Limited is committed to protecting your privacy. As your employer, we need to keep and process information about you for normal employment purposes. The data we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

This Privacy Notice sets out the basis by which we collect, use and disclose your personal data, as well as your rights in respect of such Personal Data. We may update this Privacy Notice from time to time and will publish an up to date copy on our website. This document should be read in conjunction with the Data Protection Policy.

How do we collect information about you?

We may collect this information about you in a variety of ways. Data may be collected through application forms, CVs; obtained from your passport or driving licence; new starter forms completed by you at the start of or during employment or through interviews, meetings, timesheets or other assessments during the course of your employment. We may also collect data on shift times and locations using the SmartTask Advanced App, administered from your mobile phone, a mobile issued to you or a biometric scanner. For those who drive a Company vehicle, we may track the whereabouts of our vehicles using GPS.

On joining, we may request and collect personal data about you from third parties, such as references supplied by former employers. Throughout the course of your employment we may obtain information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

We will seek information from third parties with your consent only.

Data will be stored in a range of different places, including in your personnel file, in the organisation's HR management systems, payroll systems and in other IT systems (including the SmartTask Advanced App and the email system).

What type of Personal Data do we collect?

We collect and process 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
- 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)
- information about your attendance at work
- your location when clocked into the SmartTask Advanced App.
- details of periods of leave taken by you, including holiday, sickness absence, family leave and the reasons for the leave
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related statement and evidence
- company vehicle location, we may utilise GPS to obtain both approximate location data of our fleet
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence
- information about medical or health conditions, including whether or not you have a disability for which we may need to make reasonable adjustments
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

Why do we process personal data?

We need to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension or other entitlements.

In some cases, we will need to process data to ensure that it is complying with its legal obligations. For example, it is required to check your entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable you to take periods of leave to which you are entitled.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing your data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency)
- operate and keep a record of disciplinary and grievance processes and investigate potential issues of misconduct
- operate and keep a record of your performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of attendance on site, timekeeping and absence,
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law
- operate and keep a record of leave (including holiday, maternity, paternity, adoption, parental and shared parental leave)
- ensure effective general HR and business administration;
- to allow effective workforce management and ensure that you are receiving the pay or other benefits to which you are entitled;
- provide references on request for current or former employees;
- respond to and defend against legal claims;
- for any other purpose for which you give us your consent to use Personal Data; and
- to comply with legal obligations e.g. HMRC, police, pensions

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).

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out our obligations and exercise specific rights in relation to employment and is not used for decision making on individuals.

All our systems, including IT, time and attendance controls and vehicle tracking are auditable and can be monitored. Targeted monitoring of facilities and systems issued to, and used by, you will only be undertaken to the extent permitted by or as required by law and as necessary or justifiable for detection and prevention of infringement of Formula's policies and regulations, investigation of alleged misconduct, and handling email and other electronic communications during an employee's extended absence.

We may share your personal data:

- with our employees for payroll processing
- with other third party contractors who provide services listed here:
 - pension provider NEST
 - payroll provider – Sage Payroll
 - HR provider – HR Unlocked Limited
 - Occupational Health provider

We may also share your data with authorities where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HRMC or the police.

Transferring personal data outside the EEA

All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so.

Your Rights

Under the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) you have a number of rights with regard to your personal data. You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Any requests or objections should be made in writing to the

You can request a copy of the information that we hold about you at any time by contacting to Catherine Moloney, Formula Facilities Services Limited, Unit 106, Cannon Wharf Business Centre, Pell Street, London, SE8 5EN.

Your data will not be used for marketing purposes unless we have your explicit consent.

Security

The security of your Personal Data is very important to us. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your data

We will keep all of the aspects of the data mentioned above for the duration of your employment. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 7 years given the relevance to any pay disputes and as HMRC may request to see them in this time.

We seek to keep your personal data correct and up to date. You should let us know if you believe the information we hold about you need to be corrected or updated.

The person responsible for the data protection and whom you should contact with any queries is Catherine Moloney.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the Catherine Moloney, using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner. The Information Commissioner can be contacted at www.ico.org.uk.