



77 Elmers End Road, London, SE20 7UU . Tel: 020 8778 6111 . Fax 0208 778 5060 . Email: general@ddclimited.com

Davies Design and Construction Ltd - Privacy notice for employees

1.1 DDC takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this policy.

1.2 The Company is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data. This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Company.

1.3 'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. The personal data that we collect, store and use for you may include the following:

- ❖ Your contact information (address, telephone number, personal email address)
- ❖ Your date of birth
- ❖ Your national insurance number
- ❖ Your bank details
- ❖ Your salary and payroll information
- ❖ Your pension information
- ❖ Information about your contract of employment
- ❖ Any health information that may be relevant to your position or wellbeing during your employment/contract
- ❖ The contact details for your emergency contacts
- ❖ Your driving licence and/or passport
- ❖ Your CV
- ❖ Various HR records such as performance reviews, annual leave and sickness records
- ❖ Your image (whether captured on CCTV, by photograph or video)
- ❖ Any other category of personal data which we may notify you of from time to time.

1.4 DDC collects personal data from you or from third parties (such as a former employer, an employment agency, your doctor, an occupational health provider, educational establishments, or a credit reference agency), or it could be created by the Company.

1.5 DDC requires this information for various situations during your recruitment, employment and even following termination of your employment, but primarily to allow us to perform our contract with



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you and to enable us to comply with our legal obligations. Most commonly, the Company will use your personal data for performing the contract of employment, complying with any legal obligation, or if it is necessary for our legitimate interests. The Company may also use your personal data where it needs to protect your interests (or someone else's interests), or where it is needed in the public interest. We will only use your personal data for the purposes for which we collected it. If we need to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

1.6 If you do not provide certain personal data for DDC to process it will cause problems ensuring that you are remunerated correctly. Continuation of your employment contract could also become inhibited.

1.7 The majority of data items listed above are held electronically on the main DDC server. Access to your personal data locked is down to senior management & accounts dept only. Your data is backed up to a cloud service as well as on the local network. Data is encrypted where it sits. Multiple controls selected from ISO27001 Annex A are used to further protect data.

1.8 It is possible that some information may be stored in staff mailboxes which are hosted on Microsoft Office 365 servers. The accounts are secured using multi-factor authentication and staff should adhere to the DDC email use policy.

1.9 Your payroll information is stored on the Accounts Managers computer in the office. The data is encrypted where it sits and is backed up to encrypted USB drive. Only the directors & our accountants have access to this information.

1.10 Sometimes we may have to share your personal data with our contractors and agents, including but not limited to our Accountants (Maths Partnership) pension provider (Royal London), Healthcare provider & Broker (AXA & Premier Healthcare), IT support (Qdos), SAGE, HMRC and other third-party service providers, occupational health providers and insurance companies to carry out our obligations under our contract with you or for our legitimate interests. Your data is not shared with other third parties or used for any purposes other than those listed above.

1.11 In the instance that your employment or working relationship with DDC comes to an end, DDC will hold your contact details for a maximum of three years. We will remove your bank details and any other information that is no longer relevant to the operations of the company. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to senior management. You also have the right to ask for information to be erased or for information which you believe to be incorrect to be rectified. You have the right to object to processing your personal data where we are relying on a legitimate interest (or those of a third party). You have the right to restrict the processing of your personal data and the right to request the transfer of your personal data to another data processor.



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1.12 If you are concerned about the way your information is being handled, please speak to our senior management team. If you are still unhappy you have the right to complain to the Information Commissioners Office.

pp. R Kumar
Signature

OFFICE MANAGER
Job Title

S. DAVIES
Name

26TH MAY 2022
Date