

PRIVACY NOTICE

Harlaxton Engineering Services Ltd (hereinafter referred to as “the company”) is a company incorporated and registered in England and Wales (company number 3491492) with its registered office at Toll Bar Road, Marston, Grantham, Lincolnshire NG32 2HT. We are, together with our associate companies, committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about employees of the company, its associates, Clients and Suppliers in accordance with the General Data Protection Regulation (GDPR).

The Company is the data controller. This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

Under Data Protection Law, individuals have a right to be informed about how The Company uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

The Company collects and processes personal data relating to employees, clients and suppliers to manage the employment and business relationships. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data Protection Principles

The Company will comply with Data Protection Law. This says that the personal information we hold about You must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told You about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told You about.
6. Kept securely.

The Kind of Information We Hold About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

What information does the organisation collect?

Employees

The Company collects and processes a range of information about Employees. This includes:

- Personal Contact details such 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 and with the organisation;
- 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;
- copy of driving licence (where applicable)
- information about your criminal record permitted by law, for driving purposes to ensure that any criminal convictions are taken into account for evaluation and or insurance purposes if appropriate
- details of your schedule (days of work and working hours) and attendance at work;
- data from monitoring devices including vehicle tracking and CCTV/Dashcams
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, 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 correspondence;
- 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 the organisation needs to make reasonable adjustments
- records of any reportable death, injury, disease or dangerous occurrence; and

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about an Employee’s health, including any medical condition, accident, health and sickness records, including:
- where an Employee leaves employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
- details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
- where an Employee leaves employment and the reason for leaving is related to their health, information about that condition needed for pensions and permanent health insurance purposes

Harlaxton

Engineering Services Limited

The Company may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments. Data may also be obtained from monitoring devices including vehicle trackers and CCTV/Dashcams as referenced in HES274 CCTV Policy.

In some cases, The Company may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Clients and Suppliers

- Contact details such your name, address and contact details, including email address and contact number
- financial information including bank account details
- VAT, CIS and Company registration numbers

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

How we will use information about you

We will only use your personal information when the Law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

4. For monitoring, safety and security reasons as detailed in HES274 CCTV Policy

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

Why does The Company process personal data?

Employees

The Company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension and medical insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, The Company has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows The Company 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), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- 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, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, ethnic origin, sexual orientation or religion or belief may be processed to carry out Employment Law obligations (such as those in relation to employees with disabilities) or for the purposes of equal opportunities monitoring.

HES240

Clients and Suppliers

The Company needs to process data to enter into contractual arrangements.

Processing data allows The Company to:

- maintain accurate and up-to-date records and contact details and records of contractual and financial information;
- ensure effective general and business administration;
- respond to and defend against legal claims.

Who has access to data?

Employees

Your information may be shared internally, including with members of the Senior Management Team, HR, Accounts Team (including payroll), your Line Manager, Managers in the business area in which you work and IT Staff if access to the data is necessary for performance of their roles.

The Company shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the relevant statutory authority. The Company may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The Company also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services.

BUPA

We provide information to BUPA to enable them to add employees to our Company Healthcare Scheme. If you would like to make a request, please visit their website www.bupa.co.uk

External Occupational Health Provider

The company does engage with external Occupational Health Providers. Any information provided to such providers will only be done so with employees' complete authority and full details of the provider conducting such health assessments prior to information being provided. If you would like to make a request of company information at any time, please contact HR Department who will direct you to the correct company.

Harlaxton

Engineering Services Limited

The People's Pension

We provide information for some of our employees to The People's Pension to enable them to be included in our Company pension Scheme. If you would like to make a request, please contact visit their website <https://thepeoplespension.co.uk>

Aegon

We provide information for some of our employees to Aegon enable them to be included in our Company pension Scheme. If you would like further information to make a request, please contact visit their website <https://www.aegon.co.uk>

Training

It may be necessary for us to pass information to training companies in order to enrol employees on courses and provide training. Staff members will be notified of which training company their details will be sent to prior to courses being booked. If you would like to make a request of company information at any time, please contact training@harlaxton.com who will direct you to the correct company.

The organisation will not transfer your data to countries outside the European Economic Area.

Clients and Suppliers

Your information may be shared internally, including with members of the Senior Management Team, Accounts Team (including payroll), Managers in the business, On-Site Engineers and Support staff.

The company also shares your data with third parties that process data on its behalf to enable the connection the procurement of services which include the provision of legal consents and or legal documentation in relation to these works and services e.g. Utility Distribution Operators such as Water Authorities, Gas Transporters and Electricity Distribution Network Operators including licenced independent operators

- Solicitors/Legal bodies
- Statutory Bodies and Authorities
- Insurance Companies

Legal Information Requests

The company may be required by law to respond to legal information requests. In such an event, you will be notified and accordingly advised of the organisation making the request.

Change of purpose

We will only use your personal information for the purposes for which we collected it and with your consent, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated

HES240



Harlaxton

Engineering Services Limited

purpose, we will notify the Employee, Client or Supplier, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

How does The Company protect data?

The Company takes the security of your data seriously. The Company has 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 its employees in the performance of their duties.

Data Protection Policy ref HES233 details how your data is collected, processed, stored and retained.

Where the Company engages third parties to process personal data on its 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.

For how long does The Company keep data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with You, in which case we may use such information without further notice to you. Once you are no longer an Employee, Client or Supplier benefiting from the company's services, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Your rights

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.
your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables Employees or Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables Employees or Parents, as is appropriate, to ask us to suspend the processing of personal information about you for example if You want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it from being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

If you want to review, verify, correct or request erasure of your personal information, object to the processing of Your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR Department in writing.

What we may need from You

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

What if you do not provide personal data?

You have some obligations under your employment contract, or contract with the business, to provide The Company with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide The Company with data in order to exercise your Statutory Rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your Statutory Rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment or business relationship efficiently.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact HR department. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in Law.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified the Employee, Client or Supplier as is appropriate in the circumstances.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance, however, if you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

To make a complaint please contact HR Department.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.



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Contact us

If you have any questions, concerns or would more information about anything mentioned in this privacy notice, please contact HR Department or in writing to;

Harlaxton Engineering Services Ltd
Toll Bar Road
Marson
Grantham
Lincolnshire
NG32 2HT

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HES240