



HF Group

Employee Privacy Notice

This notice explains what personal data (information) the Company holds about you, how we collect it, and how we use and may share information about you during any recruitment process, your employment and after it ends.

We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

HF Group Ltd. is a "Data Controller" and gathers and uses certain information about you.

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

What information does the Company collect?

The Company collects and processes a range of information about you either during a recruitment process and/or during employment. This may include:

- Your name, address, home and mobile phone numbers, email address, date of birth.
- The terms and conditions of your employment.
- Details on your CV, qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Company.
- References about you that we give or obtain from others.
- 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 from appropriate documents.
- Details of your schedule (days of work and working hours) and time and attendance at work.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave.
- Details of personal expenses claimed.
- 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 Company needs to make reasonable adjustments.
- Equal opportunities monitoring information including information about your Gender and ethnic origin. (this data will be anonymised)
- Information about your use of our IT, communication and other systems, and other monitoring information.
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HF Group



Electrical



Mechanical
Services



Controls



Comms



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The Company may collect this information in a variety of ways. For example, data might be collected from you, your personnel records, recruitment agencies, the Home Office, your GP, other medical and/or occupational health professionals, from our benefit administrators, DBS organisations, PVG checks, previous employers, other employees, consultants and other professionals we engage.

Information may also be collected through automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems and communications systems.

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

Why the Company collects and uses personal data

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 wages in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the Company 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:

- Comply with our legal, regulatory and corporate governance obligations and good practice.
- Gather information as part of investigations by regulatory bodies or in connection with legal proceedings or requests.
- 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 Company 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 Company policies are adhered to (such as policies covering email and internet use).
- Record transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking.



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- Ensure effective general HR and business administration.
- Provide references on request for current or former employees, ensure safe working practices, monitoring and managing individual access to systems and facilities, administration and assessments.
- Marketing our business.
- Improving services.
- Respond to and defend against legal claims.

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 the Company processes other special categories of personal data, such as information about Gender and ethnic origin, this is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment.

Data that the Company uses for these purposes is anonymised.

Who has access to data?

Your information may be shared internally, including with members of the HR and recruitment 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 checks from the Disclosure and Barring Service/PVG.

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. We share with third parties like BUPA, Succession re: pensions, keyman insurance etc.

The Company also shares your data with third parties that process data on its behalf, in connection with its Human Resources provider, payroll, the provision of benefits and the provision of occupational health services. (Specify any other third parties with whom data is shared and why).

The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with law or regulation such as with HMRC and law enforcement agencies.

The Company will not transfer your data to countries outside the European Economic Area (EEA).

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.

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 Company measures to ensure the security of data.



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For how long does the Company keep data?

The Company will hold your personal data for at least the duration of your employment.

Your rights

You have a right to correct and access your information and to ask for it to be erased in certain circumstances. Please contact dataprotection@hf-group.co.uk or phone 0141 429 5575 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice.

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner direct for further information about your rights and how to make a formal complaint.

This this Employee Privacy Notice was approved by the Managing Director (Hugh M Fulton) of the HF Group.

Signature:

A handwritten signature in black ink that reads 'Hugh M Fulton'.

Date: 1st April 2020