

Employee Privacy Statement

Global Occupational Health Solutions Ltd (GOHS Ltd) collects and processes personal data relating to 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.

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

- Personal details including name, address, 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 Company.
- 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, your DBS certificate number and issue date.
- Details of your schedule 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 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 annual reviews, individual goals, performance reviews, training you have participated in, 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.
- Copy of driving licence and other related documents where your employment involves driving.
- Photographs
- Details of trade union membership.

The Company collects this information in a variety of ways. For example, data is 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; from correspondence with you; or through interviews, meetings or other assessments.

The Company seeks information from third parties with your consent only, such as references supplied by former employers or from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file and in the Company's email system.

Why does GOHS Ltd process 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 data to provide

you with an employment contract, to pay you 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:

- 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 effective general HR and business administration.
- Provide references on request for current or former employees.
- Respond to and defend against legal claims.
- Maintain and promote equality in the workplace.

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 and for health and safety purposes).

Who has access to data?

Your information will be shared internally with managers in the business area in which you work.

The Company shares your data with third parties in order to obtain pre-employment references from other employers. The Company also shares your data with third parties that process data on its behalf, in connection with HR and payroll.

How does GOHS Ltd protect data?

The Company takes the security of your data seriously. It 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 organisational measures to ensure the security of data.

In the unlikely event that a data breach should occur, we have implemented a procedure for rectification, reporting to the ICO and, where required, to the data subject in accordance with the regulation.

How long does GOHS Ltd keep data?

The Company will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are:

Data relating to PAYE, maternity pay or SMP (statutory mandatory pay) is kept for three years after an employee leaves the Company, as that is how long the HMRC may be interested in the information for conducting reviews or audits.

Data such as employees' personal records, performance appraisals, employment contracts, etc. is kept for six years after an employee leaves the Company.

The legal base for holding this data is 'compliance with a legal obligation' and 'legitimate interest'.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require the Company to change incorrect or incomplete data.
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.
- Ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Company's Data Protection Officer, Steve Birchall; Managing Director; steve@globalohs.com, 01273 359135.