

S. Wilkinson HR Consulting Privacy Policy

Our contact details

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Data Controller: S. Wilkinson Hr Consulting Ltd

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The type of personal information we collect

As a data controller, the Company (we, us, our) collects and processes personal data relating to our clients' employees to manage the business relationship between the Company and our clients. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, your name and contact details)
- 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**
- the terms and conditions of your employment
- details of your qualifications, skills, experience and employment history, including start and end dates with your employer
- details of your schedule (days of work and working hours) 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 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 your employer may need to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

**with your consent and when specified as part of the application/recruitment process

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly either by you or by your employer, as our client and for one of the following reasons:

We need to process data for you to enter into an employment contract and the associated obligations with our client (your employer or prospective employer). 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 benefits, such as pension and insurance entitlements.

We will process your data for the purposes of communication with our client and maintaining records. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are that it is necessary to achieve our legitimate interest, namely the supply of our services and maintaining a business relationship with your employer.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of your employment relationship with our client. Processing employee 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), 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 we comply with duties in relation to individuals with disabilities, meet our 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 we comply 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 for our client; and
- respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are 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.

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. Data that we use for these purposes is pseudonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

We may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; 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.

In some cases, we 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.

We may share your data with third parties that process data on our behalf, in connection with payroll, the provision of benefits such as pension and childcare vouchers and the provision of occupational health services as necessary.

We may also share your data with third parties that provide professional services such as specialist employment law guidance and outsourced HR support, only to the extent that the disclosure is reasonably necessary for the purposes of the supply of our services and maintaining a business relationship with you or your employer.

How we store your personal information

Your information is securely processed and stored in our Cloud-based email and storage systems, hosted by Microsoft 365 and Google Drive and within the European Economic Area (EEA).

We will retain all personal data we have obtained relating to you for a maximum of 7 years to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. Such data will then be deleted from the Cloud-based system(s) and any paper documentation will be shredded.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You can exercise any of the rights listed above by contacting us using the details at the beginning of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>