

## Employee Privacy Notice

How your information will be used:

1. As your employer, Skipton International needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.
3. The sort of information we hold includes your application form, employment permit, vetting results and references, your job description, contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.
4. You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy for details of how Skipton International protects and secures this data.
5. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, private health scheme, life insurance and the group income protection scheme.
6. If we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data, medical records or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
7. In addition, we may monitor staff telephone, internet and email use in the workplace, as detailed in the Data and IT Security Policy. The Data and IT Security Policy is provided as a hard copy upon commencement of employment and you will be advised of any future updates.

CCTV is in operation across the offices for the prevention and detection of crime. Recordings are retained for 60 days.

8. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our payroll systems provider or our pension and insurance schemes.
9. We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business. The employee Expression of Wishes form is sent to Skipton Building Society who are responsible for administering the policy.
10. Your information will not be transferred outside of the EEA or Guernsey/Jersey.
11. Your personal data will be stored for a period of 6 years after employment ceases in order for Skipton to comply with legal requirements and protect our position in the event of legal proceedings.
12. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.
13. Under the Data Protection (Bailiwick of Guernsey) Law, 2017 / Data Protection (Jersey) Law, 2018 you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
14. If you have provided consent for the processing of your data you have the right to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
15. If you believe that we have not complied with the requirements of the Data Protection (Bailiwick of Guernsey) Law, 2017/Data Protection (Jersey) Law, 2018 with regard to your personal data please contact the Data Protection Officer in the first instance to discuss any issues. However, you have the right to lodge a complaint to the office of the Data Protection Commissioner if you deem it necessary.

#### **Identity and contact details of controller and data protection officer**

16. Skipton International Limited is the controller [and processor] of data for the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2017 and the Data Protection (Jersey) Law, 2018.
17. If you have any concerns as to how your data is processed you can contact the Data Protection Officer at [dpo@skiptoninternational.com](mailto:dpo@skiptoninternational.com).