

Privacy Notice - Employee

As an employer, Eastland Foresters must meet its contractual, statutory and administrative obligations. To manage the employment relationship, we collect and process personal information ('data') relating to employees ('the data subject'). Personal data is any information that can be used to identify a living person. There are 'special categories' of more sensitive personal data which require a higher level of protection. We are committed to being transparent about how we collect and use that personal data and to meeting the General Data Protection Regulation (GDPR) obligations.

Eastland Foresters Ltd is a limited company registered in Scotland (Registration No 333768) having our registered office at 26 Binghill Crescent, Milltimber, Aberdeen, AB13 OHP, Tel: 01224 734372 and Email: info@eastlandforesters.co.uk.

For the purposes of the Data Protection Act 2018 (the 'DPA') and the GDPR, 'the data controller' is Eastland Foresters Ltd. This means we decide how your personal data is processed and for what purposes.

What personal data we collect about you

We may collect a range of information about you as an employee. This includes:

- Your name, address, email address and telephone numbers
- Date of birth and gender
- Details of your passport and driving licence
- Details of your qualifications, certificates, skills, experience and employment history
- The terms and conditions of your employment with Eastland Foresters
- Information about your remuneration, including benefit entitlements 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
- Details of your working 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 unpaid 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, performance improvement plans (including proposed training) and related correspondence.

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

- Information about medical or health conditions
- Whether or not you have a disability for which we need to make reasonable adjustments

Personal data will be stored in a range of different places, including on your personnel record, on work schedules and timesheets, in our payroll and HR management systems, and on other IT systems (including email).

How we get the personal data

We may collect this information in a variety of ways including:

- Application forms, letters, CVs or resumés
- From your passport, driving licence or other identity documents provided
- 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
- From third parties, including references supplied by former employers.

Why we need the personal data

Eastland Foresters needs to process personal data to enter into an employment contract with you and to meet our obligations under your employment contract. 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 entitlements (such as benefit, pension and insurance).

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

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

For example, we are required to check an employee's eligibility 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, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data enables us to:

- Run recruitment 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 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 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
- 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).

What happens if you fail to provide personal data

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

We will only use your personal information for the purposes for which we collected it, 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 purpose, we will notify you and we will explain the legal basis which allows us to do so. We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

What we do with your personal data

Your information may be shared internally, including with the Directors, your line manager and office staff, if access to the data is necessary for performance of their roles and where required by law.

We may share your data with third parties in order to obtain pre-employment references from other employers. We may also share your data with third parties in the context of a sale of some or all of our business. In those circumstances the data will be subject to confidentiality arrangements. We also share your data with our pension provider and HMRC.

We may also share your data with third parties that process data on our behalf, in connection with payroll or accounts and the provision of benefits. We do not allow our third party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How we store your personal data

We take the security of your data seriously. Your information is securely stored electronically on our IT system, on staff mobile phones where required for operational reasons, and in filing systems and cabinets in our secure office. We have internal policies in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Where Eastland Foresters engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA).

How long we keep your personal data

We will hold your personal data for the duration of your employment. At the end of employment your data will not be kept longer than necessary for the purpose for which it was processed, for example:

- Personal information of employees, including terms and conditions of employment, disciplinary records, reviews and annual leave records will be kept for 6 years after employment ends
- We will retain employees' PAYE payroll records for 7 years after the year employment ends, given the relevance to any pay disputes and as HMRC may request to see them in this time
- Pension details will be retained for the life of the scheme.

When we no longer require your data, we will delete it from our computer systems and dispose of paper records securely.

Your data protection rights

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.

Under data protection law, you have rights including:

Your right of access:	<i>You have the right to ask us for copies of your personal information.</i>
Your right to rectification:	<i>You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.</i>
Your right to erasure:	<i>You have the right to ask us to erase your personal information in certain circumstances.</i>
Your right to restriction of processing:	<i>You have the right to ask us to restrict the processing of your information in certain circumstances.</i>
Your right to object to processing:	<i>You have the right to object to the processing of your personal data in certain circumstances.</i>

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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.

Please contact us at Eastland Foresters Ltd, 10 Polston Road, Maryculter, Aberdeen, AB12 5GY, if you wish to make a request or have any queries about data protection.

How to make a complaint

If you have any complaint about how we have used your data, please contact us by email or letter.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline number: 0303 123 1113