

GENERAL DATA PROTECTION REGULATION (GDPR) AND DATA PROTECTION ACT 2018

FRGW Ltd are committed to being transparent about how it handles personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

What is GDPR?

GDPR pursues to give people more control over how organisations use their personal data, and any data which can be used to identify an individual is classed as personal data.

There are a number of data protection principles that FRGW Ltd must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary in relation to those purposes.
4. Accurate and, when necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

How your information will be used

FRGW Ltd as your employer, we need to record and process personal information, the information we hold, and process enables the company to properly fulfil its obligations to employees. Such processing will be linked to your employment with us as is principally used for personnel, administrative and payroll purposes.

We may at times need to process your data to pursue legitimate business interests, i.e. when we tender for a new job, or if prospective clients require curriculum vitas. This will include your name, qualifications, and experience.

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 from external sources such as referees and you will be surprised at how wide ranging this is.

The type of information held is:

- Employment application forms and curriculum vitas.
- Employment references.
- Your contract of employment and any amendments to it.
- Correspondence, letters concerning your employment and to third parties with your permission i.e. mortgage company, landlords and letting agents confirming your employment status.
- Information needed for payroll purposes, such as bank account details, National Insurance number for salary payments, expenses, and benefits.
- Your contact details and emergency contact details.

- Information such as NI number, address and date of birth are required / provided to book onto training courses and for CSCS cards.
- Copy of your passport, driver's license, and proof of address, as proof of eligibility to work in the UK and in some cases to carry out DBS checks (school environment).
- Declaration of health forms. As a responsible employer, we need to monitor and be aware of any possible illness, disability or health problems our employees have, and this is to enable us to deal with them appropriately and provide the right support, correct first aid in the case of an emergency.
- Holiday records, sickness, and absence records.
- Records relating to your career history, i.e. training records, appraisals, disciplinary, grievance and termination of employment.
- Details of any accidents connected with work, including to and from work. Accidents must be reported to relevant authorities (where appropriate) for health and safety purposes.
- Equality monitoring, information relating to your racial or ethnic origin, religious and philosophical beliefs or sex orientation and will remain anonymous.

We will only disclose information about you to third parties if it is at your request, or, if we are legally obliged to do so.

Employee information will be stored for a maximum period of six years after employment has ceased. The information stored after this period will be only your name, dates of employment and position held.

There may be instances when employee's records / information may be required to be held for a longer period as a result of Health and Safety matters, accidents, or legal disputes.

GDPR provides the following rights for the individual:

- The right to be informed
- The right of access
- The right of rectification
- The right of erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you have provided consent for the processing of your data you have the right (in certain instances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the information Commissioner's Office if you believe that we have not complied with the requirements of the GDPR or Data Protection Act 1998 with regard to your personal data.

Changes to this privacy notice

FRGW Ltd reserves the right to update or amend this privacy notice at any time.

Fabian Reed

Managing Director