

## Privacy Notice – Employment

This privacy notice tells you about the information we process about you whilst you are an employee of McLays, and in some aspects after you cease to be an employee. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are A.McLay and Company Limited (McLays). Our main office of operation is Longwood Drive, Forest Farm, Cardiff, CF14 7ZB. You can contact us by post FAO Data Protection Officer at the above address or by email at [dpo@mclays.co.uk](mailto:dpo@mclays.co.uk).

### How do we use your personal data?

#### **As a general part of your employment**

**Making sure you get paid and pay the right tax**

**For your health and safety**

**To review and assess your performance at work**

**As part of training and development**

**As part of utilising business systems**

#### **As a general part of your employment**

When you become an employee of McLays we need you to provide a variety of personal information, including your name, address, contact telephone number, date of birth and next of kin. Without this information we will be unable to employ you.

This information is collected to be able to put in place and maintain our employment contract with you, and to allow you to participate in the business activities for which you have been employed.

We are also required by law to take a scan of your passport in order to confirm your permission to work in this country.

During your employment with us we will generally collect additional information about you to allow us to meet further legal obligations in areas such as equal opportunities monitoring. This may include details of gender, racial origin, disability etc.

Information about your employment with us is stored and processed within a McLays hosted Human Resources system. We also retain some hard copy records of your employment. These are held securely.

We will keep information about your employment with us for as long as you are an employee, and in line with McLays Retention Policy after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### **Making sure you get paid and pay the right tax**

As part of our employment contract with you, and to meet our legal obligations to the tax authority, we need to hold details of your salary or wage rate, terms and conditions, benefits, hours worked, tax code, previous earnings and, if McLays, other information to do with overtime, bonuses and pensions.

Without this information we will be unable to pay you.

Payroll is processed by McLays itself.

We will keep information about your pay and benefits for as long as you are an employee, and in line with McLays Retention Policy after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

### **For your health and safety**

To meet our legal obligations in the area of health and safety, we hold information about your health, including details of occupational health reports, injuries and sickness. This information is required by law.

This data may be shared with third party medical organisations and occupational health agency. All of these are based in the UK.

Information about you in the area of health and safety will generally be retained for as long as you are an employee, except where we are legally required to keep it for a longer period as specified within the relevant legislation.

We do not use the information you provide to make any automated decisions that might affect you.

### **To review and assess your performance at work**

During your employment information may be generated about your performance at work and, in some circumstances, regarding disciplinary action or warnings. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that work is completed to an acceptable standard in support of our business processes.

This information is held locally and securely within a McLays hosted Human Resources system. This information is not shared with any third parties.

Performance and disciplinary information is held for as long as you continue to be an employee, and in line with McLays Retention Policy after the end of your employment, and longer if it is necessary to defend a legal claim.

We do not use the information you provide to make any automated decisions that might affect you.

### **As part of training and development**

As part of training and employee development activities, we may keep records of training courses attended and other learning opportunities, including the nature of the activity and the dates attended. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that adequate training is provided and that our employees are suitably qualified to fulfil their roles within the business.

This information is held locally within the business and is not shared with any third parties.

Information about training and development is held for as long as you continue to be an employee, and in line with McLays Retention Policy after the end of your employment, and longer if we are required to keep it for legal reasons.

We do not use the information you provide to make any automated decisions that might affect you.

### **As part of utilising business systems**

At times within your role you may utilise online IT systems. The utilisation of such systems results in information of the usage being captured in the system history and related logs. This information is held for our legitimate interests around business contract delivery, quality of service delivery and legitimate interests around subjects such as cyber-security and crime prevention.

This information is held in line with McLays Retention Policy.

We do not use the information gathered to make any automated decisions that might affect you.

### **Your rights over your information**

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

To submit a request by email or post, please use the contact information provided above.

### Provisions of references after your employment

Should you leave McLays as your employer, part of the role of an ex-employer is the provision, upon their request, of references to prospective new employers. McLays have been provided with legal guidance on the matter and following that guidance hold a Legitimate Interest to provide such information. Any information supplied are statements of fact and no opinions are offered on behalf of the McLays business.

### Your right to complain

If you have a complaint about our use of your information, we would prefer you to raise in with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF