

# **Privacy Notice**

## **Introduction**

Personal data relates to a living individual who can be identified for that data. Identification can be by the information alone or in conjunction with any other information that the data controller holds or likely to come into such possession. The processing of personal data is governed by General Data Protection Regulation (GDPR).

As your employer, Kato Imer UK Ltd need to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management, administrative and training use only.

Your personal data will be treated as strictly confidential, and will be shared only within the relevant companies and relevant clients for business purposes. We will only share your data with third parties outside of the company with your consent.

## **How your information will be used**

1. We will keep and use your information 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. As a company pursuing Plant and machinery activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes and reporting potential crimes or accidents. The nature of our legitimate interests are marketing purposes, company benefits and company events. We will never process your data where these interests are overridden by your own interests.

3. 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 and letters from government authorities.

4. The sort of information we hold includes your new starter forms, relating documents and references; your 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 HR and payroll, benefits and expenses purposes; personal contact and emergency contact details; records of holiday, sickness and other absences; information needed for equal opportunities monitoring policy; and records relating to your career history, such as end of probation report, training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.
5. You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues while carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is available on request from HR department.
6. Where necessary, we may keep information relating to your health, which could include reasons for absence, Occupational Health assessment reports, GP reports and notes. This information will be used 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 sick pay.
7. Where we process special categories of information relating to your racial or ethnic origin, religious and philosophical beliefs 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.
8. In addition, we monitor computer, internet and email use. We also keep records of your hours of work through paper timesheets.

9. 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 pension, HMRC and payroll software providers. If information about you is required from a third parties which we are not legally obliged to or where it is not part of our contractual duties, we will seek to obtain consent from yourselves before passing any information on.
10. We retain the right to disclose information about you to third parties when necessary to protect the vital interests of yourself when physically or legally incapable of giving consent such as; major accidents and passing information to relevant parties or if under investigation.
11. We may transfer information about you to other subsidiary companies for purposes connected with your employment or the management of the company's business.
12. Your personal data will be stored for a period of time depending on expiry of document held or the criteria used for determining how long your data will be stored for such as keeping tax, legal documents and personal information for a period of at least 7 years.
13. Using personal data, which is limited to; full name, email address and photos for marketing purposes, will be used for legitimate business interest only. where it is not part of business interest, we will seek to obtain consent from yourselves before using any information.
14. Equipment used for security and safety of the business and employee's such as; CCTV operated around offices and on site, will be for this purpose only. This information will only be used for evidence, as part of breach of the security of the business or safety of yourselves.
15. 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.
16. If we wish to use your personal information for a new purpose which is not covered by this privacy notice, then we will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## Your rights

17. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have rights regarding 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.
18. You have the right to request a copy of your personal data which the company holds about you.
19. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
20. You have the right to Lodge a complaint to the Information Commissioners' Office (ICO) if you believe that we have not complied with the requirements of the GDPR or DPA 18 regarding your personal data. Identity and contact details of controller and data protection officer.

If you have any concerns as to how your data is processed please contact your line manager.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF