



# Steve Hoskin Construction Ltd.

Building & Civil Engineering Contractors

## Privacy Policy

### Key Details

This privacy policy describes how, Steve Hoskin Construction Ltd, protects and makes use of the information we hold about you.

The privacy policy was updated on: 07 November 2023.

### Introduction

As your employer, the Company needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for management and administration purposes only.

We will keep and use it to enable us to run the company 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 our employment.

We will keep your information for no longer than reasonably necessary and for a maximum period of 6 years after your employment with Steve Hoskin Construction Ltd has ceased. The reason for keeping your information for this period of time is to ensure that we have any paperwork that may be required should there be a legal claim or complaint.

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 any legal proceedings. If you do not provide us with data that we require, we may be unable, in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

### The General Data Protection Regulations 2018

We comply with General Data Protection Regulations 2018 (GDPR) which superseded the Data Protection Act 1998.

### What data we gather

Much of the information we have gathered will have been provided by you, but some may have come from other sources such as your manager, or in some cases, external sources, such as referees when you have applied for employment with us.



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The type of information that we hold about you may be but not limited to:

- Your application form and references
- Your contract of employment (and any amendments to it)
- Correspondence with or about you (e.g. letters to you about pay rise, or a request from a mortgage company for pay information)
- Information needed for Payroll, benefits and expense purposes
- Emergency details contact form
- Records of holidays, sickness (including any GP Certificates) and other absences
- Information needed for equal opportunities monitoring
- Records relating to your career history, such as training records, appraisals
- Disciplinary and grievance records etc

Using your personal information this way is known as processing for 'legitimate interests', meaning that your personal data is used for the purposes of carrying out our contract of employment with you.

### How we use this data

As already detailed, we predominantly use the information we hold about you for the purposes of administration.

Where necessary we may keep additional information about you, for example, where you have had a health issue, 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 obligations and could be used to consider how your health affects your ability to do your job and whether there are any reasonable adjustments to your job that can be made if required. We will also need this information for the purposes of administering and managing any statutory sick pay owed to you.

### Monitoring

We have the ability to monitor computer, telephone and mobile phone use as detailed in our Email Use Policy, Internet Use Policy, Social Media Policy and Website Privacy Policy.

We also keep records of your working hours as submitted to us on your timesheets for the purposes of administering the payroll and via the electronic Donseed system.

### Disclosure of Information

We will never lease, distribute or sell your personal information to third parties unless we have your express permission to do so or the law requires us to.

We may transfer information about you to other group companies for the purposes connected with your employment or the management of the company business. e.g. for establishing you on the Pensions System or Licence Link where you are driving a company vehicle.



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Any personal information we hold about you is stored and processed under our Data Protection Policy in line with the General Data Protection Regulations 2018.

### Security

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the General Data Protection Regulations 2018.

### Changes to our Policy

This policy may change from time to time in line with legislation or industry developments, however, if we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information regarding the purpose we intend to use it for and any other relevant information.

### Your rights

Under the General Data Protection Regulations (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us:

- access to
- amendment to
- erasure of your personal data
- the right to restrict processing
- the right to object to any processing
- the right to data portability (in certain circumstances)

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 is withdrawn.

You have the right to lodge a complaint to the Commissioner's Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data. Telephone 0303 123 1113 or via [www.ico.org.uk](http://www.ico.org.uk).



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

Steve Hoskin Construction Ltd is the controller and processor of data for the purposes of the DPA and GDPR.

If you have any concerns about how your data is processed you can contact:

Helen Lazarus, Data Protection Officer at [helen.lazarus@shc-ltd.co.uk](mailto:helen.lazarus@shc-ltd.co.uk)

Alternatively, you can put your request in writing to: Helen Lazarus, Data Protection Officer, Ten Acres Lane, St Ive Road Industrial Estate, Pensilva, Liskeard, Cornwall PL14 5RE.