



# STRATEGIC GROUP POLICY SGP002

## PRIVACY POLICY

### LEADERSHIP

**Written by:** Liam O'Loughlin

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**Reviewed by:** Andrew Smith

### VISION:

**Our Vision:** "To ensure everyone understands their right to privacy."

We are realising our Vision by communicating this policy to all of our employees.

### COMMITMENT:

At Arthur Civil Engineering Ltd ('the Company'; 'Arthur Civil Engineering Ltd') we are committed to maintaining the accuracy, confidentiality and security of your personal information. This **Privacy Notice** describes the personal information that Arthur Civil Engineering Ltd collects from or about you, how we use it, and to whom we disclose it. This Notice is written to comply with our duties under the General Data Protection Regulation 2018.

### RESPONSIBILITY:

#### The Directors of Arthur Civil Engineering will:

- Monitor compliance with this Privacy Notice Policy.
- Ensure Arthur Civil Engineering Ltd works with clients and their Privacy Notice Policies.
- Communicate this Policy to their employees to ensure awareness throughout the Company.
- Ensure sufficient provision of resources is made in order to implement the requirements of this Policy.

#### All Employees of Arthur Civil Engineering must ensure they:

- Read and understand this Policy as it forms part of their Employment Contract.
- Sign this Policy during their Company Induction and return to their Line Manager for inclusion in their HR File.
- This document should be appended to all Employment Contracts

## APPROACH:

### What is personal information?

Personal information is information which relates to a living individual who can be identified from the information (or from that information and any other information in the possession the Company). This includes both factual information and opinion as expressed by a third party. Excepted from this definition is any information that is derived from your job title or business contact information. Your work email address, and your work emails, for example, do not constitute personal information.

Personal information includes information such as name, home address, telephone, personal email address, date of birth and marital status, and any other information which we may ask you to disclose for operational reasons in the course of your application for and employment with us. Examples of where personal information is found in the context of recruitment and employment include:

- i. CVs and application forms
- ii. References and interview notes
- iii. Photographs and video
- iv. CCTV images
- v. Offer letters and Contracts
- vi. Payroll information (including NI number, bank details)
- vii. Forms connected to employee benefits
- viii. Beneficiary and emergency contact information

Personal information does not include anonymous or non-personal information.

### Why do we process personal information?

There are a number of reasons why we process personal information in the course of your employment (and/or your application for employment). As a candidate and as a new employee you need to be properly identified to us; effectively, we need to know that you are who you say you are and that you are eligible to work with us.

We process personal information so that you can be paid and receive benefits. Through the course of your employment your personal information must be retained so that we have an accurate record relating not only to your pay but also to your performance. We may need to have information about your health (particularly so that we can support your wellbeing) and we must have your emergency contact information. Should you leave us, we must necessarily hold on to some of your personal information as we may be required to share this with HMRC or other official bodies.

### Where do we collect the information from, and where do we pass it to?

As a general rule, Arthur Civil Engineering Ltd collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such sources (for example, an employment reference).

Where we work with third parties with whom we share personal information– pension providers, HMRC, auditors, our parent Company - we will take steps to ensure that such third parties have represented to us that they have the right to disclose your personal information to us and that they can vouch for the measures they have in place to protect it.

As our operations have an international reach we may transfer your data outside of the EEA. This includes China and America. By signing this document where indicated you are providing your express consent for such transfer.

### **Monitoring**

The work output of Arthur Civil Engineering Ltd employees, whether in paper record, computer files, or in any other storage format belongs to us, and that work output, and the tools used to generate that work output, are always subject to review and monitoring by Arthur Civil Engineering Ltd.

In the course of conducting our business, we may monitor employee activities and our premises and property. We may also monitor all employees' computer and e-mail use. This does not mean that all employees will be monitored or that their actions will be subject to constant surveillance. However, such monitoring may occur and may result in the collection of personal information from employees (e.g. through their use of our resources). When using Arthur Civil Engineering Ltd equipment or resources employees should not have any expectation of privacy with respect to their use of such equipment or resources.

### **In what circumstances do we disclose your personal information?**

We may disclose your personal information in the course of establishing, managing or terminating your employment relationship with us. This includes sharing information with parties that provide products or services to us or on our behalf and with parties that collaborate with us in the provision of products or services to you. Examples of this include:

- i. to comply with legal or regulatory requirements. We will try to not disclose more personal information than is required for the circumstances;
- ii. to comply with valid legal processes such as search warrants, subpoenas or court orders; to protect the rights and property of Arthur Civil Engineering Ltd; or
- iii. to protect the safety of a person or group of persons during emergency situations or where necessary.

For any other purpose we will obtain your consent to disclose your personal information.

### **Notification and Consent**

Privacy laws do not require Arthur Civil Engineering Ltd to obtain your consent for the collection, use, or disclosure of personal information for the purpose of establishing, managing or terminating your employment relationship. In addition, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so. Examples of this may be pension or payroll reporting and compliance.

In order to conform to our requirement for express consent in the context of overseas transfer (as described in "Where do we collect the information from, and where do we pass it to?" above) we require your signature where indicated on this Privacy Notice. If you wish to formally withdraw such consent you must make a formal written request to do so to one of the Directors.

### **How is your personal information protected?**

We endeavour to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to protect your personal information from loss and unauthorised access, copying, use, modification or disclosure. As part of our safeguarding, we require you to comply with the security protocols we have in place at any time in relation to our physical and IT environment. Please see our associated IT, Internet & Email Policy and our Data Protection Policy.

### **Updating your personal information**

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of your employment, it is your responsibility to keep us informed of such changes so that we can update your HR file.

### **Access to your personal information**

You may request access to HR file at any time. In law, we are required to conform with your request within one month but we will normally provide access as soon as practicable. If you believe that we hold additional personal information that you would like to review, verify or correct please contact one of the Directors. Please note that any such communication must be in writing.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question. An example of this might be where you disagree with the outputs of a performance review.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. We may charge you a fee to access your personal information; however, we will advise you of any fee in advance.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

If we cannot provide you with access to your personal information, we will try to inform you of the reasons why, subject to any legal or regulatory restrictions.

## Right to Erasure

Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances.

Requests for erasure will be recorded and where requests are verbal a written record will be created to reflect the verbal request.

Requests for erasure will be responded to without undue delay and will be within one month of receipt.

Where personal data is erased the individual will be informed of the erasure in writing.

### Individuals have the right to have their personal data erased if:

- The personal data is no longer necessary for the purpose in which it was originally collected or processed for;
- Arthur Civil Engineering Ltd are relying on consent as our lawful basis for holding the data, and the individual withdraws their consent;
- Arthur Civil Engineering Ltd are relying on legitimate interests as basis for processing, the individual objects to the processing of their data, and there is no overriding legitimate interest to continue this processing;
- The individual's personal data is being processed for direct marketing purposes and the individual objects to that processing;
- Processing of the personal data unlawfully (i.e. in breach of the lawfulness requirement of the 1st principle);
- There is a requirement to comply with a legal obligation; or
- The personal data is processed to offer information society services to a child.

## ACKNOWLEDGEMENT AND CONSENT

I confirm that I have read, understand and consented to the processing of my personal information in the manner and context described in this Privacy Notice Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## REVISION STATUS:

Rev.	Date	Description if Addition (A), Deletion (D) or Substitution (S)	Approved by:	
1.1	01	05.07.2018	Written by Liam O'Loughlin	Andrew Smith

1.2	02	20.07.2019	2019 Review	Andrew Smith
1.3	03	20.07.2020	2020 Review	Andrew Smith
1.4	04	07.02.2022	2022 Review	Andrew Smith

The information contained in this Policy applies to all employees of Arthur Civil Engineering Limited ('Arthur Civil Engineering Ltd' or 'the Company') subject to any qualifying conditions described. This policy should be read in conjunction with your Contract of Employment and the Company Handbook. The Company may amend and extend the contents of this document at any time, subject to statutory and/or operational requirements. If you require any clarification in respect of this Policy, please speak in the first instance to one of the Directors.