



**AllanWebb**

Informed Decisions  
Through Quality Data

**Policy**

**ALLAN WEBB LIMITED**

**Privacy Policies - ISMS (ISO 27001)**

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**Record of Amendment / Review**

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# CHAPTER 1

## Employee Privacy

## Employee Privacy Notice

### INTRODUCTION

This Employee Privacy Notice sets out what personal data we, Allan Webb (AW), hold about you and how we collect and use it, both whilst you are working for us and after you have left. It applies to current and former employees, workers, contractors, agency workers, consultants and directors (together referred to as 'Employees' or 'you').

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data. You should also read our Data Protection Policy which explains our obligations in relation to personal data and how we keep it secure, as well as what we expect from you when you are handling personal data in the course of your work.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force by way of the Data Protection Act 2018. It does not form part of your contract of employment or other contract to provide service and does not give you any contractual rights. We may update this Privacy Notice at any time.

### WHO IS THE CONTROLLER?

Allan Webb Limited is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer (DPO) is , who is Leanne Hunter responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. The DPO also acts as your first point of contact if you have any questions or concerns about data protection.

DPO contact information:

By post - The Data Protection Officer, Allan Webb Limited, Red Lodge, Bonds Mill, Stonehouse, Gloucestershire GL10 3RF

By email – [Leanne.Hunter@allanwebb.co.uk](mailto:Leanne.Hunter@allanwebb.co.uk)

By phone - 01453 824581, ask for Leanne Hunter, Data Protection Officer

### WHAT TYPE OF PERSONAL DATA DO WE HOLD ABOUT YOU?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

We hold and use various types of personal data about you, including, for example: biographical details; recruitment information; details of the terms of your employment with us; pay and benefits details; working hours; performance information; details of your holidays and other leave; disciplinary, conduct and grievance matters; employee representation; health and safety; CCTV footage; business equipment, technology and systems usage information, etc. We may hold geolocation data where in using company supplied apps like peopleHR to submit clock in and clock out times this is collected as part of the process.

Where using home networks (like WiFi) we will hold IP addresses allocated by your network and your provider.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category data**. (The rest is **ordinary personal data**).

We hold and use various types of special category data about you, including: sickness absence and medical information; details of family leave which could include information about your health, religious beliefs, sexual life or sexual orientation and equal opportunities monitoring data which could include information about your race or ethnicity, religious beliefs, sexual orientation or health.

## WHY DO WE HOLD YOUR PERSONAL DATA AND ON WHAT LEGAL GROUNDS?

We hold and use your ordinary personal data for employment, HR and business administration purposes. This will include, for example: management of our employment relationship with you; administration of pay and benefits; monitoring and assessment of performance; provision and regulation of holidays and other leave; addressing conduct, disciplinary and grievance issues; performance of day-to-day business activities, etc.

Data protection law specifies the legal grounds on which we can hold and use personal data.

Most commonly, we rely on one or more of the following legal grounds when we process your personal data:

- Where we need it to perform the contract we have entered into with you (**performance of the contract**) [whether this is an employment contract, a contract for services or another type of contract]. This may include, for example, ensuring that we pay you correctly and that we provide your contractual holiday entitlement.
- Where we are required to collect information to ensure the safety and security of our networks, safety of our employees and our customers.
- Where we need it to comply with a legal obligation (**legal obligation**). Typically, this may include legal obligations such as the obligation:
  - to provide statutory holidays and statutory family leave and pay (maternity, paternity, adoption, shared parental, etc.);
  - to pay the National Living Wage /National Minimum Wage;
  - to comply with limits on working time;
  - to meet health and safety requirements; and
  - not to discriminate or dismiss Employees unfairly.
  - To provide information to law enforcement agencies
  - To provide information to Ministry of Defence or government agencies in line of security obligations

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). This may include, for example, managing working hours to ensure effective business operations, and monitoring your use of computers or other technology.





We hold and use your special category data for purposes including, for example: managing absence and ensuring cover; making adjustments to your job to accommodate health conditions; facilitating the taking of family related leave; paying sick pay, maternity, paternity, adoption or shared parental pay as applicable; monitoring equality of opportunity and diversity in our organisation; ensuring security of laptops/networks/controlling access to our premises.

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Since special category data is usually more sensitive than ordinary personal data, we need to have additional legal ground to use and hold it. Most commonly, as well as one of the legal grounds listed above, we rely on one or more of the following additional legal grounds when we process your special category data:

- Where we need to exercise our legal rights or carry out our legal obligations in relation to employment or social security and the processing is in line with our Data Protection Policy (**legal obligation/right in relation to employment**)
- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme, and in line with our Data Protection Policy (**public interest in monitoring equal opportunities within the workforce**)
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards (**assessment of working capacity**)
- Where we need to provide details to government agencies for security reasons

Occasionally, we may also hold and use ordinary personal data: in the public interest for the detection or prevention of crime; or where needed to protect your vital interests or those of another person. We may also occasionally hold and use special category data: to establish, exercise or defend a legal claim; where needed to protect your interests (or someone else's interests) where you are not capable of giving your consent; or where you have already made the information public.

For personal data related to criminal convictions, this data is required and held for criminal records check for the purpose of performing or exercising obligations or rights conferred by law in connection with employment, as mandated by the HMG Baseline Personnel Security Standard. Please note for criminal convictions you have a right to provide a sealed criminal declaration, which will be sent off unopened to National Security Vetting Service

Sometimes we may use your personal data for purposes that are different from or incompatible with those for which we collected it. If we do this, we will notify you and explain our legal ground for using your data in this way, as required under data protection law.

The Appendix to this Privacy Notice sets out in more detail the types of ordinary and special category personal data we collect and hold about you, what we use it for, who we share it with and the relevant legal grounds under data protection law for doing so.

## HOW DO WE COLLECT YOUR PERSONAL DATA?

You provide us with most of the personal data about you that we hold and use. Other personal data about you we hold and use is generated by you in the course of carrying out your duties. For example, during email correspondence, when producing documents, when you are using certain equipment such as computers, mobile phones when using company provided apps (or equipment), door entry systems/clocking-in and out systems.

Some of the personal data we hold and use about you is provided by or generated from internal sources during the course of running our business. For example, colleagues may refer to you in emails or documents, your manager will assess you as part of the appraisal process and information about you may be generated as part of our business and operational planning.



Some of the personal data about you that we hold and use may come from external sources. For example: when we offered you a job, we may have collected references from previous employers; we may obtain information about you from publicly available sources such as your LinkedIn profile or other media sources; we may ask for a report from an occupational health professional if you have long-term sickness absence; customers may give feedback about you; we might seek advice from a professional adviser that includes information about you.

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## IF YOU GIVE US SOMEONE ELSE'S PERSONAL DATA

Sometimes, you might provide us with another person's personal data – e.g. details of your emergency contact or next of kin. In such cases, we require you to inform the individual what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

## WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We will only share your personal data with third parties where we have an appropriate legal ground under data protection law which permits us to do so. Commonly, this could include situations where we are legally obliged to provide the information (e.g. to HMRC for tax purposes), to comply with our contractual duties (e.g. to providers of your contractual benefits such as occupational pension), or where it is necessary in our legitimate interest (e.g. to an IT service provider for maintenance of our IT systems).

Further details, of who we share your personal data with, and our purposes and legal grounds for doing so, are set out in the Appendix to this Privacy Notice.

## CONSEQUENCES OF NOT PROVIDING PERSONAL DATA

We only ask you to provide personal data when we have a good reason and there may therefore be consequences if you do not provide particular information to us.

Some of the personal data you provide to us is required by law. For example, if you do not provide your national insurance number, we will not be able to make correct tax/NI deductions on PAYE, and, if you are pregnant, we require a MATB1 in order to pay statutory maternity pay.

We may require you to provide other personal data, where it is necessary for us or our pensions/benefits providers to fulfil our contractual obligations to you, or for you to fulfil your contractual obligations to us, or where our use of the data is necessary in our legitimate interests. For example, if you do not provide us with a timesheet, we cannot pay you for the hours you have worked.

If you choose not to provide us with personal data requested, we will tell you about the particular implications of any such decision at the relevant time.

## HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We will not keep your personal data for longer than we need it for our legitimate purposes.

We take into account the following criteria when determining the appropriate retention period for Employees' personal data:

- the amount, nature, and sensitivity of the personal data
- the risk of harm from unauthorised use or disclosure
- the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
- how long the personal data is likely to remain accurate and up-to-date
- for how long the personal data might be relevant to possible future legal claims
- any applicable legal, accounting, reporting or regulatory requirements that specify



how long certain records must be kept

Given the variety of Employees' personal data that we use and the varying circumstances in which we use it, it is difficult to specify ahead of time precisely how long we will keep particular items of personal data. Where possible, the Tables in the Appendix to this Privacy Notice identify retention periods applicable to your personal data, which have been determined on the basis of the above criteria and which represent the longest period for which we will ordinarily keep it. We may often keep particular items of your personal data for less time. However, there may also be circumstances in which it is appropriate for us to keep particular items of your personal data for a longer period than that set out in the Record of Processing. In particular, we will always keep your personal data for so long as we are required to do so under legal, accounting, reporting or regulatory requirements.

In addition, for some types of personal data, it is more appropriate to decide retention periods on a case by case basis (also using the criteria described above), and this is indicated in the Record of processing where applicable.

We will base these decisions on relevant circumstances, taking into account the criteria listed above.

## YOUR RIGHTS

You have a number of legal rights relating to your personal data, which are outlined here:

- **Right to be informed** - the right to be informed about the collection and use of your personal data. This enables you to receive information including: our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with. We call this 'privacy information'. That information is provided in ['Appendix – Further Details'](#) in this document.
- **Right of access** - the right to make a subject access request. This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.
- **Right of rectification** - the right to request that we correct incomplete or inaccurate personal data that we hold about you.
- **Right of erasure** - the right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **Right to restrict processing** - the right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Right to data portability** - the right to request that we transfer your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it.
- **Right to object** - the right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.
- **Rights related to automated decision making including profiling** – although a right under GDPR, no such processing is undertaken at AW or any of its processors.



Should you choose to exercise one or more of those rights, you should contact the AW Data Protection Officer identified at the 'DPO contact information' section on page 1 above. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact the AW Data Protection Officer using the DPO contact information on page 1 above.

Note too that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>

## APPENDIX – FURTHER DETAILS

This section of the Privacy notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on your role, the terms on which you work for us, your individual circumstances and circumstances affecting the company from time to time. For example, if you do not have a work computer or use any other technical device in your role, we will not hold any computer or device usage records for you; if you work for us as a self-employed contractor, we will not hold records about benefits that you are not entitled to; if you have not yet taken a day off sick, we will not currently hold any sickness absence records for you; and we are only likely to share information about you with professional advisers in particular circumstances.

Note also that the first two Tables below divide items of personal data into relatively broad categories (under the heading “Type of ordinary personal data held by us”, or “Type of special category personal data held by us”). Where multiple purposes and/or legal grounds for our use of a given “type” of personal data are identified, this does not necessarily mean that *all* of the purposes and/or legal grounds are applicable to *all* items of personal data falling within that “type” of personal data.

### MORE INFORMATION ABOUT YOUR ORDINARY PERSONAL DATA

See table below

**Audit Report Findings -  
Redundancies**

| Type of ordinary personal data held by us  | What we use it for  | Legal ground  | Guideline retention period   |
|--|---|---|--|
| Biographical details (including name, title, contact details, DOB, gender, emergency contacts, photograph) | <ul style="list-style-type: none"> <li>Administration of the contract, emergency contact details so we can look after your welfare in an emergency,</li> <li>gender for [gender pay gap reporting, equal opportunities monitoring],</li> <li>DOB for ensuring minimum wage payment is met. Photograph for ID badges and on intranet/web to help colleagues/customers/ security to identify you</li> </ul> | <ul style="list-style-type: none"> <li>Legal obligation.</li> <li>Performance of the contract.</li> <li>In our legitimate interest to hold emergency contact details in order to inform a person nominated by you in an emergency situation.</li> <li>In our legitimate interest to use photographs to help colleagues / customers / security to identify you.</li> </ul> | <ul style="list-style-type: none"> <li>Payroll details and expenses during employment and up to 6 years after employment ends.</li> <li>Biographical details (including name, title, contact details, DOB, gender, emergency contacts, photograph: during employment and up to 6 months after employment ends</li> </ul> |
| Recruitment information (including correspondence/references/ right to work checks and related documents)  | Administration of the contract, and to check and demonstrate that you have the legal right to work in the UK  | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of the contract</li> <li>In our legitimate interest to maintain relevant and appropriate records of recruitment for business administration and administration of your employment</li> </ul>   | <ul style="list-style-type: none"> <li>During employment and up to 6 months after employment ends</li> <li>(Right to work checks - two years after employment ends)</li> </ul>   |
| Employment details (including start date, contractual terms, location, job title, career history with us)  | <ul style="list-style-type: none"> <li>Administration of the contract</li> <li>Managing our relationship with you on an ongoing basis</li> <li>Details about role/experience, etc. may be used in communications with customers and potential customers</li> </ul>  | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of the contract</li> <li>In our legitimate interest to manage our ongoing relationship and to promote our goods/services to customers and potential customers</li> </ul>   | During employment and up to 6 years after employment ends  |
| Payroll, tax/NI and bank details   | Paying you, deducting tax and NI as appropriate, keeping appropriate records  | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of the contract</li> </ul>   | <ul style="list-style-type: none"> <li>Payroll/tax/NI: Six years from the end of the financial year in which payments are made</li> <li>Bank details: During employment and up to 6 months after employment ends</li> </ul>  |



**Audit Report Findings -  
Redundancies**

| Type of ordinary personal data held by us   | What we use it for  | Legal ground  | Guideline retention period                                 |
|---|---|---|--|
| Working hours and arrangements  | <ul style="list-style-type: none"> <li>Paying you correctly</li> <li>Complying with legal requirements regarding working time</li> <li>Managing attendance, day to day operational management and dealing with requests to alter hours</li> </ul>     | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of the contract</li> <li>In our legitimate interest to manage working hours/ arrangements to ensure effective business operations</li> </ul>   | During employment and up to 6 months after employment ends |
| Pay and benefits including pensions and expenses  | Providing you with agreed pay, benefits and expenses; making decisions about future compensation; tracking and reviewing pay, benefits, expenses; making strategic decisions about compensation; auditing and reporting on company financial position | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of contract</li> <li>In our legitimate interest to analyse pay, benefits and expenses and make decisions about appropriate compensation on an individual and company level</li> </ul>  | During employment and up to 6 years after employment ends. |
| Qualifications (including educational, vocational, driving licences where appropriate) and training | Ensuring you are appropriately qualified and trained for current or potential roles   | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of the contract</li> <li>In our legitimate interest to ensure that you have appropriate qualifications and training for your current or potential future roles</li> </ul>              | During employment and up to 6 months after employment ends |
| Holidays and other leave  | Managing statutory and non-statutory holiday and other leave  | <ul style="list-style-type: none"> <li>Legal obligation</li> <li>Performance of contract</li> <li>In our legitimate interest to ensure leave taken is compatible with our business requirements and that any consequent operational adjustments are made</li> </ul> | Sirrom   |


**Audit Report Findings -  
Redundancies**

| Type of ordinary personal data held by us                              | What we use it for  | Legal ground  | Guideline retention period   |
|--|---|---|--|
| Disciplinary, conduct and grievance matters about you or involving you | Investigating and dealing with disciplinary, conduct and grievance matters related to you or otherwise involving you  | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to deal effectively with disciplinary, conduct or grievance matters whether you are the subject of them or are otherwise connected to the issues raised</li> <li>• Public interest in detecting or preventing unlawful acts</li> </ul> | During employment in accordance with our disciplinary and grievance policies, and up to 6 months after employment ends   |
| Health and safety  | Conducting risk assessments; establishing safety measures to mitigate identified risks; providing a safe working environment; keeping required records.   | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• In our legitimate interest to ensure Employees are able to perform their duties in a safe environment for the efficient operation of the business</li> </ul>   | Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice, in particular any legal requirement to retain particular records |
| Changing terms of employment or termination of employment              | Administration of the contract, making changes to the terms of employment to fit business requirements; managing our relationship with you on an ongoing basis including during notice; promotions, role changes and other career progression; termination of the working relationship whether instigated by us or you; managing post-employment issues | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to manage, alter and, where relevant, to terminate the contractual relationship or respond to resignations and to deal effectively with post-employment issues</li> </ul>  | During employment and up to 6 years after employment ends  |
| CCTV footage   | Primarily for security purposes, although we may also use CCTV footage when investigating allegations of misconduct by Employees  | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to deal effectively with allegations of misconduct and to maintain the security of our premises</li> </ul>   | Six months from filming taking place   |

**Audit Report Findings -  
Redundancies**

| Type of ordinary personal data held by us   | What we use it for   | Legal ground   | Guideline retention period   |
|---|--|--|--|
| Information about your use of business equipment, technology and systems including our computers/ telephones/mobile phones/ software/ applications/ social media/door entry systems/clocking in and out systems/time recording.                                     | Maintaining the operation, security and integrity of our business communications systems (e.g. protection from hackers, malware, etc.); providing IT and communications systems support; preventing excessive personal use; recording communications with customers for quality control and training purposes; keeping premises secure; managing time. | <ul style="list-style-type: none"> <li>• Performance of the contract</li> <li>• In our legitimate interest to maintain operation, security and integrity of communications systems, prevent excessive use of business resources for personal purposes,[and monitor and maintain quality of communications with customers; record time worked and rate/efficiency of work]</li> </ul> |  |
| Personal data produced by you and others in the course of carrying out your job (e.g. job-related emails, minutes of meetings, written reports, business and personal social media presence etc.)   | Performance of job duties by you and your colleagues; carrying on the business of the company; monitoring your business and personal social media presence to ensure you comply with standards expected  | <ul style="list-style-type: none"> <li>• Performance of the contract</li> <li>• In our legitimate interest to carry out the company business</li> <li>•</li> </ul>   | Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice |
| Personal data, which may include any of the types of data set out in this Appendix, that is relevant to our strategic decision making processes, to planning business operations, actual and potential legal claims, corporate reporting and business risk analysis | To enable us to carry out the company business, analyse current business performance, plan for the future, present information in reports to relevant audiences such as shareholders, protect the company from legal claims, seek professional advice as and when required in the course of running our business                                       | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to carry out the company business, including taking strategic decisions in the interest of the business, communicating about the business with relevant audiences and seeking professional advice where appropriate</li> </ul>                | Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice |
| Security Clearance information  | To enable us to give confidence to government agencies or government contractors that employees are suitable to be looking after government material   | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Contractual obligations</li> </ul>  | 1 year after leaving for SC<br>6 months after leaving for BPSS                                 |

## MORE INFORMATION ABOUT YOUR SPECIAL CATEGORY DATA

| Type of special category data held by us  | What we use it for  | Legal ground   | Special category legal ground   | Guideline retention period   |
|---|---|--|---|--|
| Sickness absence and medical information (including records relating to absence and its management, information about any medical condition and doctor's reports and notes)   | Payment of company and statutory sick pay; providing; managing absence and ensuring appropriate cover; considering how your health affects your ability to do your job and considering adjustments, which may involve us seeking medical advice on this; compliance with health and safety requirements | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to manage Employees with health conditions, maintain a safe working environment and to manage sickness absence of our workforce and ensure appropriate cover</li> </ul> | <ul style="list-style-type: none"> <li>• Legal obligation/right in relation to employment</li> <li>• Assessment of working capacity</li> <li>• In exceptional circumstances, to protect your or someone else's interests where consent cannot be given</li> </ul> | Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice |
| Family leave (including maternity, paternity, adoption and shared parental leave, parental leave and time off for dependents) (which could include information about your health, religious beliefs, sexual life or sexual orientation) | Facilitating the taking of family related leave; payment of maternity, paternity, adoption and shared parental pay; managing absences and ensuring appropriate cover  | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of the contract</li> <li>• In our legitimate interest to manage absences and ensure appropriate cover</li> </ul>  | <ul style="list-style-type: none"> <li>• Legal obligation/right in relation to employment</li> <li>• Assessment of working capacity</li> </ul>  | During employment and up to 6 months after employment ends                                     |

**Audit Report Findings -  
Redundancies**

| Type of special category data held by us  | What we use it for   | Legal ground  | Special category legal ground  | Guideline retention period   |
|---|--|---|--|--|
| Equal opportunities and diversity (which could include information about [your race or ethnicity, religious beliefs, sexual orientation, or health]). | To monitor equality of opportunity and diversity in our organisation, comply with company policies   | In our legitimate interest to understand how our organisation is doing with regard to diversity and equal opportunities | Public interest in monitoring equal opportunities within the workforce   | During employment and up to 6 months after employment ends                                     |
| Criminal convictions/offences   | When you are working for us, if a criminal conviction comes to light, to investigate and assess the impact, if any, on your continued employment (see [Disciplinary policy]) |   | Necessary for the purpose of performing or exercising obligations or rights conferred by law in connection with employment | Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice |

**MORE INFORMATION ABOUT HOW WE SHARE YOUR PERSONAL DATA**

| Who we share your personal data with | What data we share                          | Why we share it  | Legal ground   |
|--------------------------------------|---|--|--|
| Payslip distribution and management. | Payslip – pay details, NI no, tax code etc. | To enable the service provider to carry out payslip, P60 etc distribution to provide a paperless system for staff. | <ul style="list-style-type: none"> <li>Performance of contract</li> <li>In our legitimate interest to engage appropriate service providers to manage the payslips</li> </ul> |

**Audit Report Findings -  
Redundancies**

| Who we share your personal data with                                  | What data we share  | Why we share it   | Legal ground   |
|---|---|---|--|
| Our legal and other professional advisers appointed from time to time | Any of your personal data that is relevant  | To obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Employees; to obtain advice on business management and planning, including accounting advice; to independently audit our accounts | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Performance of contract</li> <li>• In our legitimate interest to seek professional advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; to manage the business and its finances</li> <li>• (In relation to special category data – legal obligation/right in relation to employment; defending legal claims)</li> </ul> |
| Occupational health professionals/medical professionals               | Details of your sickness absences, information we already have about your health/medical conditions as relevant                                     | To seek a medical report about you [in accordance with our sickness and absence policy]/to carry out assessments required by health and safety legislation  | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• In our legitimate interest to manage sickness, absence and health issues arising in our workforce</li> <li>• (In relation to special category data – Legal obligation/right in relation to employment; assessment of working capacity)</li> </ul>   |
| Legal authorities and regulators:<br>HMRC                             | Payroll details, including name, date of birth, contact information, National Insurance Number, tax details, P45, details of your bank, and pension | To comply with regulatory and legal obligations   | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• (In relation to special category data – Legal obligation/right in relation to employment or social security; defending legal claims)</li> </ul>   |
| Customers, potential customers, shareholders and interested parties   | Any of your personal data that is relevant, including in particular business contact details, information about role and experience                 | Inclusion in corporate reports, for use in business communications, to obtain security clearance to work on customers' premises   | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• In our legitimate interest to communicate about the business and our Employees to appropriate audiences, which include customers, potential customers, shareholders and other interested parties.</li> </ul>  |

Audit Report Findings -  
Redundancies

| Who we share your personal data with | What data we share             | Why we share it  | Legal ground   |
|--------------------------------------|--------------------------------|--|--|
| Third parties at your request        | Employment details as relevant | At your request, to provide a reference to a potential new employer/details of your employment to a mortgage company | <ul style="list-style-type: none"><li>• In our legitimate interest/that of the third party recipient to action reasonable requests by you to provide your personal data to third parties</li><li>• With your consent</li></ul> |

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## CHAPTER 2 Visitor Privacy

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## INTRODUCTION

This Visitor Privacy Policy sets out what personal data we, Allan Webb, hold about you and how we collect and use it during and after your visit. It applies to anyone who is visiting us, as themselves or representing their company.

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Policy in relation to you. The specific types of data about you that we will hold, use and share will depend on the purpose and nature of your visit.

We are required by data protection law to give you the information in this Privacy Policy. It is important that you read the Privacy Policy carefully as it informs you how we collect and use your personal data.

We may update this Privacy Policy at any time.

## WHO IS THE CONTROLLER?

Allan Webb Ltd, is the “controller” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

As Data Controller, we are responsible for informing and advising you about our data protection law obligations and monitoring our compliance with these obligations. We also act as your first point of contact if you have any questions or concerns about data protection, here at Allan Webb.

## What is personal data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, email address, physical features). It can be factual (e.g. contact details), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category** data. (The rest is **ordinary personal data**).

## What type of ordinary personal data do we hold about you and why?

During your visit, we collect, hold and use the following types of ordinary personal data about you:

- CCTV recordings
- Visitor records – name, company, car registration, date of visit.
- Publicly available information about you, such as your business
- Business information, including correspondence, discussion notes, internal notes

Where we engage in business with you, we will collect further personal information as appropriate. This is in order to:



- Process your business interests and correspond with you about it;
- Verify information provided by you;
- Keep appropriate records of our business process and decisions.

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## WHAT ARE OUR LEGAL GROUNDS FOR USING YOUR ORDINARY PERSONAL DATA?

Data protection law specifies the legal grounds on which we can hold and use personal data.

We rely on one or more of the following legal grounds when we process your ordinary personal data:

- We need it to take steps at your request in order to enter into a contract with you (**entry into a contract**), because by liaising with us you are effectively asking us to enter into a contract with you.
- It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). For example, it is in our legitimate interests to liaise with you in the course of our business.

As a visitor we do not hold special category personal data.

## HOW DO WE COLLECT YOUR PERSONAL DATA?

You provide us with most of the personal data about you that we hold and use, for example in your communication in regard to your visit and your initial contact at Reception.

## WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We do not share your personal data with anyone, without your prior knowledge.

## CONSEQUENCES OF NOT PROVIDING PERSONAL DATA

We only ask you to provide personal data that we need to enable us to manage your visit to our offices and to conduct business with you. If you do not provide particular information to us, then we will have to make a decision on whether or not to welcome you to our office(s) and continue to do business with you.

## HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We will keep some of your personal data throughout the life of our relationship with you; and in all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

## YOUR RIGHTS

You have a number of legal rights relating to your personal data, which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- The right to request that we correct incomplete or inaccurate personal data that we hold about you.
- **The right to request that we delete or remove** personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.



- **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue using it.
- **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **The right to withdraw your consent to us using your personal data.** As described above, we do not normally rely on your consent as the legal ground for using your personal data. However, if we *are* relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it.
- **The right to request that we transfer** your personal data to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (“data portability”).

If you would like to exercise any of the above rights, please contact Data Controller, in writing at [Gareth.Jones@allanwebb.co.uk](mailto:Gareth.Jones@allanwebb.co.uk). Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact our Data Protection Officer at [Leanne.Hunter@allanwebb.co.uk](mailto:Leanne.Hunter@allanwebb.co.uk).

Note too that you have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>

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## CHAPTER 3 Customer/Supplier Notice

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## Customer/Supplier Privacy Notice

### INTRODUCTION

This Customer/Supplier Privacy Notice sets out what personal data we, Allan Webb (AW), hold about you and how we collect and use it, both whilst we are working with you and at the end of the contract. It applies to current and former contractors.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data. You should also read our Data Protection Policy which explains our obligations in relation to personal data and how we keep it secure, as well as what we expect from you when you are handling personal data in the course of your work.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation (GDPR) 2016 (which is enacted by the Data Protection Act (DPA) 2018) came into force.. It does not form part of your contract of employment or other contract to provide service and does not give you any contractual rights. We may update this Privacy Notice at any time.

### WHO IS THE CONTROLLER?

Allan Webb Limited is the “controller” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer (DPO) is Leanne Hunter, who is responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. The DPO also acts as your first point of contact if you have any questions or concerns about data protection.

DPO contact information:

- By post - The Data Protection Officer, Allan Webb Limited, Red Lodge, Bonds Mill, Stonehouse, Gloucestershire GL10 3RF
- By email – [Leanne.Hunter@allanwebb.co.uk](mailto:Leanne.Hunter@allanwebb.co.uk)
- By phone - 01453 824581, ask for Leanne Hunter, Data Protection Officer

### WHAT TYPE OF PERSONAL DATA DO WE HOLD ABOUT YOU?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, email address, physical features). It can be factual (e.g. contact details), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

We hold and use various types of personal data about you, including, for example: details of the terms of your contract with us; health and safety; CCTV footage; business information, contractual information, etc.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category data**. (The rest is **ordinary personal data**).

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## WHY DO WE HOLD YOUR PERSONAL DATA AND ON WHAT LEGAL GROUNDS?

We hold and use your ordinary personal data for carrying out the conditions of the contract and business administration purposes. This will include, for example: management of our contract with you; administration of the financial arrangements for the contract; monitoring the contract.

Data protection law specifies the legal grounds on which we can hold and use personal data.

Most commonly, we rely on one or more of the following legal grounds when we process your personal data:

- Where we need it to perform the contract we have entered into with you (**performance of the contract**) whether this is a contract for services or another type of contract. This may include, for example, ensuring that you or we pay correctly and that deliverable are delivered to the correct person on time.
- Where we need it to comply with a legal obligation (**legal obligation**). Typically, this may include legal obligations such as the obligation: to meet the conditions of the contract between us; to meet health and safety requirements:
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). This may include, for example, managing working hours to ensure effective business operations, and monitoring your use of computers or other technology.

We do not hold or use any client or contractor special category data as we have no purposes for this, with the exception of such data that may be supplied to us for processing through our scanning section (known as Documentscanning.net), for which we act as a data processor.

Occasionally, we may also hold and use ordinary personal data: in the public interest for the detection or prevention of crime; or where needed to protect your vital interests or those of another person. We may also occasionally hold and use special category data: to establish, exercise or defend a legal claim; where needed to protect your interests (or someone else's interests) where you are not capable of giving your consent; or where you have already made the information public.

Sometimes we may use your personal data for purposes that are different from or incompatible with those for which we collected it. If we do this, we will notify you and explain our legal ground for using your data in this way, as required under data protection law. The Appendix to this Privacy Notice sets out in more detail the types of ordinary and special category personal data we collect and hold about you, what we use it for, who we share it with and the relevant legal grounds under data protection law for doing so.

## HOW DO WE COLLECT YOUR PERSONAL DATA?

You provide us with most of the personal data about you that we hold and use. Other personal data about you we hold and use is generated by you in the course of carrying out the contract. For example, during email correspondence, when producing documents, when you are using certain equipment such as computers.

Some of the personal data we hold and use about you is provided by or generated from internal sources during the course of running our business. For example, colleagues may refer to you in emails or documents and in the course of our business and operational





planning.

Some of the personal data about you that we hold and use may come from external sources. For example: when conducting a company search for due diligence.

Some personal data, including both ordinary and special category data, is supplied to us by customers through our Documentscanning.net company. In this event, we act as data processors, and retention of that data is only to cover the scanning and digitisation process for which we have been contracted. Those retention periods are identified in the Appendix below.

### **IF YOU GIVE US SOMEONE ELSE'S PERSONAL DATA**

Sometimes, you might provide us with another person's personal data – e.g. details of your manager or an employee. In such cases, we require you to inform the individual what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

### **WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

We will only share your personal data with third parties where we have an appropriate legal ground under data protection law which permits us to do so. Commonly, this could include situations where we are legally obliged to provide the information (e.g. to HMRC for tax purposes), to comply with our contractual duties, or where it is necessary in our legitimate interest.

Further details, to who we share your personal data with, and our purposes and legal grounds for doing so, are set out in the Appendix to this Privacy Notice.

### **CONSEQUENCES OF NOT PROVIDING PERSONAL DATA**

We only ask you to provide personal data when we have a good reason and there may therefore be consequences if you do not provide particular information to us; in that we may not be able to carry-out the conditions of the contract in a timely manner.

We may require you to provide other personal data, where it is necessary for us (employee or manager information) to fulfil our contractual obligations to you, or for you to fulfil your contractual obligations to us, or where our use of the data is necessary in our legitimate interests.

If you choose not to provide us with personal data requested, we will tell you about the particular implications of any such decision at the relevant time.

### **HOW LONG WILL WE KEEP YOUR PERSONAL DATA?**

We will not keep your personal data for longer than we need it for our legitimate purposes.

We take into account the following criteria when determining the appropriate retention period for Contractor's personal data:

- the amount, nature, and sensitivity of the personal data
- the risk of harm from unauthorised use or disclosure



- the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
- how long the personal data is likely to remain accurate and up-to-date
- for how long the personal data might be relevant to possible future legal claims
- any applicable legal, accounting, reporting or regulatory requirements that specify how long certain records must be kept

Given the variety of Contractor's personal data that we use and the varying circumstances in which we use it, it is difficult to specify ahead of time precisely how long we will keep particular items of personal data. Where possible, the Tables in the Appendix to this Privacy Notice identify retention periods applicable to your personal data, which have been determined on the basis of the above criteria and which represent the longest period for which we will ordinarily keep it. We may often keep particular items of your personal data for less time. However, there may also be circumstances in which it is appropriate for us to keep particular items of your personal data for a longer period than that set out in the Record of Processing. In particular, we will always keep your personal data for so long as we are required to do so under legal, accounting, reporting or regulatory requirements.

In addition, for some types of personal data, it is more appropriate to decide retention periods on a case by case basis (also using the criteria described above), and this is indicated in the Record of processing where applicable.

We will base these decisions on relevant circumstances, taking into account the criteria listed above.

## TRANSFERRING PERSONAL DATA OUTSIDE THE EEA

An overseas transfer of personal data takes place when the data is transmitted or sent to, viewed, accessed or otherwise used in, a different country. Data protection law restricts transfers of personal data to countries outside of the European Economic Area (EEA) because the law in those countries might not provide the same level of protection to personal data as the law in the EEA. To ensure that the level of protection afforded to personal data is not compromised, therefore, we are only able to transfer your personal data outside the EEA if certain conditions are met, as explained below.

We may transfer some of your personal data to countries outside the EEA; where this occurs you will be informed and the following will be considered:

Where there is an adequacy decision in place for the relevant non EEA country i.e. there is an adequacy decision by the European Commission in respect of. This means that the following countries are deemed as having adequate data protection laws:

|               |           |             |
|---------------|-----------|-------------|
| Andorra       | Argentina | Canada      |
| Faroe Islands | Guernsey  | Isle of Man |
| Israel        | Jersey    | New Zealand |
| Switzerland   | Uruguay   |             |

- and is deemed to provide an adequate level of protection for your personal data.
- Where there is no adequacy decision in place for the relevant non EEA country. We have put in place the organisational and technical measure[s] to make sure that any personal data transferred to counties outsider the EEA and the non EEA countries stated above is treated in a way that is consistent with and which respects the EEA and UK laws on data protection and



receives an adequate level of protection. If you require further information about these protective measure(s), you can request it from Allan Webb's Data Controller – 01453824581.

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## YOUR RIGHTS

You have a number of legal rights relating to your personal data, which are outlined here:

- **Right to be informed** - the right to be informed about the collection and use of your personal data. This enables you to receive information including: our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with. We call this 'privacy information'. That information is provided in '[Appendix – Further Details](#)' in this document.
- **Right of access** - the right to make a subject access request. This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.
- **Right of rectification** - the right to request that we correct incomplete or inaccurate personal data that we hold about you.
- **Right of erasure** - the right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **Right to restrict processing** - the right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Right to data portability** - the right to request that we transfer your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it.
- **Right to object** - the right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.
- **Rights related to automated decision making including profiling** – although a right under GDPR/DPA2018, no such processing is undertaken at AW or any of its processor

If you would like to exercise any of the above rights, or have any questions or concerns about how your personal data is being used by us, you can contact the AW Data Protection Officer using the DPO contact information on page 1 above. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

Note too that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>

## APPENDIX – FURTHER DETAILS

This section of the Privacy notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on your role, the terms on which you contract with us, your individual circumstances and circumstances affecting the company from time to time. For example, we are only likely to share information about you with professional advisers in particular circumstances.

Note also that the first two Tables below divide items of personal data into relatively broad categories (under the heading “Type of ordinary personal data held by us”, or “Type of special category personal data held by us”). Where multiple purposes and/or legal grounds for our use of a given “type” of personal data are identified, this does not necessarily mean that *all* of the purposes and/or legal grounds are applicable to *all* items of personal data falling within that “type” of personal data.

### MORE INFORMATION ABOUT YOUR ORDINARY PERSONAL DATA

| Type of ordinary personal data held by us                                | What we use it for   | Legal ground   | Guideline retention period  |
|--|--|--|---|
| Biographical details (including name, title, contact details, job title) | <ul style="list-style-type: none"> <li>Administration of the contract.</li> <li>Managing our relationship with you on an ongoing basis.</li> </ul> | <ul style="list-style-type: none"> <li>Legal obligation.</li> <li>Performance of the contract.</li> <li>In our legitimate interest to manage our ongoing relationship and to promote our goods/services to customers and potential customers.</li> </ul> | Defined by Contract terms & conditions or supplier terms and conditions |
| Payment of contract fee  | Providing you or us with agreed costs and expenses   | Legal obligation in the performance of contract  | During the life of the contract and up to 6 years after contract ends.  |
| CCTV footage   | Primarily for security purposes, although we may also use CCTV footage when investigating allegations of misconduct by Employees                   | In our legitimate interest to deal effectively maintain the security of our premises   | CCTV 6 Months after visit.  |

| Type of ordinary personal data held by us                                 | What we use it for   | Legal ground   | Guideline retention period   |
|---|--|--|--|
| Personal data supplied by customer for processing by Documentscanning.net | Scanning and digitising data supplied by our customers   | Acting as a data processor in performance of the contract with our customers                     | 2 months after invoice date to allow processing of any issues unless customer instructs shorter period at their risk |
| Visitor details   | Roll call whilst in the building, MOD requirements to record visitors to building for security reasons | In MODs legitimate requirements to monitor visitors to companies that are processing their work. | 1 year after visit.  |

### MORE INFORMATION ABOUT YOUR SPECIAL CATEGORY DATA

| Type of special category data held by us   | What we use it for                                     | Legal ground   | Special category legal ground  | Guideline retention period   |
|--|--|--|--|--|
| Any special category personal data supplied by a customer for processing by Documentscanning.net | Scanning and digitising data supplied by our customers | Acting as a data processor in performance of the contract with our customers | Acting as a data processor in performance of the contract with our customers | 2 months after invoice date to allow processing of any issues unless customer instructs shorter period at their risk |

## MORE INFORMATION ABOUT HOW WE SHARE YOUR PERSONAL DATA

| Who we share your personal data with                                  | What data we share  | Why we share it  | Legal ground   |
|---|---|--|--|
| Our legal and other professional advisers appointed from time to time | Any of your personal data that is relevant  | To obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you; to obtain advice on business management and planning, including accounting advice; to independently audit our accounts | <ul style="list-style-type: none"> <li>• Legal obligation.</li> <li>• Performance of contract.</li> <li>• In our legitimate interest to seek professional advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; to manage the business and its finances.</li> </ul> |
| Customers, potential customers, shareholders and interested parties   | Any of your personal data that is relevant, including in particular business contact details, information about role and experience | Inclusion in corporate reports, for use in business communications, to obtain security clearance to work on customers' premises  | <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• In our legitimate interest to communicate about the business to appropriate audiences, which include customers, potential customers, shareholders and other interested parties.</li> </ul>  |



## CHAPTER 4 JOB APPLICANT PRIVACY NOTICE

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## INTRODUCTION

This Job Applicant Privacy Notice sets out what personal data we, Allan Webb (AW), hold about you and how we collect and use it during and after the recruitment process. It applies to anyone who is applying to work for us, whether as an employee, worker, contractor, consultant, intern, or director (together referred to as 'Job Applicant' or 'you').

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we will hold, use and share will depend on the role for which you are applying, the nature of the recruitment process, how far you progress in the recruitment process and your individual circumstances.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data. Should your application be successful, when you start work for us, we will provide you with another privacy notice that explains how we deal with your personal data whilst you are working for us..

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation (GDPR) 2016 (which is enacted by the Data Protection Act (DPA) 2018) came into force. It does not give you any contractual rights. We may update this Privacy Notice at any time.

## WHO IS THE CONTROLLER?

Allan Webb Limited is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer (DPO) is Leanne Hunter, who is responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. The DPO also acts as your first point of contact if you have any questions or concerns about data protection.

### DPO contact information:

- By post - The Data Protection Officer, Allan Webb Limited, Red Lodge, Bonds Mill, Stonehouse, Gloucestershire GL10 3RF
- By email – [Leanne.Hunter@allanwebb.co.uk](mailto:Leanne.Hunter@allanwebb.co.uk)
- By phone - 01453 824581, ask for Leanne Hunter, Data Protection Officer



## WHAT IS PERSONAL DATA?

**Personal data** means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

## WHAT TYPE OF ORDINARY PERSONAL DATA DO WE HOLD ABOUT YOU AND WHY?

At the initial stages of recruitment, we collect, hold and use the following types of ordinary personal data about you:

- Information contained in your application form/CV/covering letter, including your name, title, contact details, [photograph], employment history, experience, skills, qualifications/training (including educational, vocational, driving licences where appropriate), referees' names and contact details, etc.;
- Publicly available information about you, such as your business or personal social media presence. Further information on social media checks carried out are available on request;
- Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests.

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of ordinary personal data about you:

Pre-employment check information, including references and verification of qualifications;

- Right to work checks and related documents.
- We hold and use this personal data so that we can:
- process your application and correspond with you about it;
- assess whether you have the required skills, experience, qualifications and training for a role within the company;
- make informed recruitment decisions;
- verify information provided by you;
- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions
- hold details for the purposes of security clearance.



## WHAT ARE OUR LEGAL GROUNDS FOR USING YOUR ORDINARY PERSONAL DATA?

Data protection law specifies the legal grounds on which we can hold and use personal data. We rely on one or more of the following legal grounds when we process your ordinary personal data:

- We need it to take steps at your request in order to enter into a contract with you (**entry into a contract**), because by applying for a job with us you are effectively asking us to enter into a contract with you.
- We need it to comply with a legal obligation (**legal obligation**), e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK.
- It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). For example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job.

## WHAT TYPE OF SPECIAL CATEGORY PERSONAL DATA DO WE HOLD ABOUT YOU, WHY, AND ON WHAT LEGAL GROUNDS?

We will only collect, hold and use limited types of special category data about you during the recruitment process, as described below.

Since special category data is usually more sensitive than ordinary personal data, we need to have an additional legal ground (as well as the legal grounds set out in the section on ordinary personal data, above) to collect, hold and use it. The additional legal grounds that we rely on to collect, hold and use your special category data are explained below for each type of special category data.

At the initial stages of recruitment, we collect, hold and use the following special category data about you:

### ADJUSTMENTS FOR DISABILITY/MEDICAL CONDITIONS

Information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability. We use this information to enable us to carry out a fair, non-discriminatory recruitment process by considering/making reasonable adjustments to our process as appropriate. Our additional legal ground for using this information is that we need it to comply with a legal obligation/exercise a legal right in relation to employment – namely, the obligations not to discriminate, and to make reasonable adjustments to accommodate a disability – and such use is in line with our Data Protection Policy.



## HOW DO WE COLLECT YOUR PERSONAL DATA?

You provide us with most of the personal data about you that we hold and use, for example in your written application, by completing any assessments and during any interviews.

Some of the personal data we hold and use about you is generated from internal sources during the recruitment process. For example, the person interviewing you may score your suitability for the role and we record the reasons for decisions made about whether or not your application is successful.

Some of the personal data about you that we hold and use may come from external sources. For example, a recruitment agency provides us with a shortlist of candidates. If we offer you a role, we will carry out pre-employment checks, such as taking up references from past employers or education providers and we may check your qualifications by contacting the awarding body.

We may seek a criminal record check from the DBS. In some circumstances, we may ask the Home Office for information about your immigration status to verify your right to work in the UK.

## WHO DO WE SHARE YOUR PERSONAL DATA WITH?

### Recruitment agencies

We engage recruitment agencies to provide us with the details of suitable candidates for our available vacancies, to communicate with those candidates, to handle administration in connection with the recruitment process. If we have received your initial application details from a recruitment agency, we will share with them any of your personal data that is necessary to enable them to fulfil their functions for us. Our legal grounds for doing so are that: it is necessary for entry into a contract; and it is in our legitimate interest to engage service providers to assist us with the recruitment process.

### Medical/occupational health professionals

We may share information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability with medical/occupational health professionals to enable us to identify what, if any, adjustments are needed in the recruitment process and, if you are successful, once you start work.

### Legal/professional advisers

We share any of your personal data that is relevant, where appropriate, with our legal and other professional advisers, in order to obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Job Applicants. Our legal grounds for sharing this personal data are that: it is in our legitimate interests to seek advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; it is necessary to comply with our legal obligations/exercise legal rights in the field of employment; and it is necessary to establish, exercise or defend legal claims.

### Government Departments

We may share your right to work documentation with the Home Office, where necessary, to enable us to verify your right to work in the UK. Our legal ground for sharing this personal data is to comply with our legal obligation not to employ someone who does not have the right to work in the UK.

### Third Party Screening Providers

In order to conduct pre-employment security screening checks we will share your personal data with our third party screening providers Vero and Experian. Information on the full screening checks carried out are available on request.

## **CONSEQUENCES OF NOT PROVIDING PERSONAL DATA**

We only ask you to provide personal data that we need to enable us to make a decision about whether or not to offer you a role. If you do not provide particular information to us, then we will have to make a decision on whether or not to offer you a role without that information, which in some cases could result in us deciding not to recruit you. For example, if we ask you to provide a certificate verifying a qualification and you do not, we will have to decide whether to recruit you without that information. If you do not provide us with names of referees or a reference when asked, we will not usually be able to offer you the role. In addition, some of the personal data you provide to us is required by law. For example, if you do not provide us with the documentation we need to check your right to work in the UK, then we cannot by law employ you.

If you choose not to provide us with personal data requested, we will tell you about the implications of any such decision at the relevant time.

## **HOW LONG WILL WE KEEP YOUR PERSONAL DATA?**

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 6 months from the date we notify you of our decision. We may keep your personal data for longer than 6 months if you have asked us to consider you for future vacancies (see 'Will we keep your application on file?' below). There may, however, be circumstances in which it is appropriate for us to keep particular items of your personal data for longer. We will base these decisions on relevant circumstances, taking into account the following criteria:

- the amount, nature, and sensitivity of the personal data
- the risk of harm from unauthorised use or disclosure
- the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
- how long the personal data is likely to remain accurate and up to date
- for how long the personal data might be relevant to possible future legal claims
- any applicable legal, accounting, reporting or regulatory requirements that specify

how long certain records must be kept

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

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## REFERENCES

If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

## YOUR RIGHTS

You have a number of legal rights relating to your personal data, which are outlined here:

- **Right to be informed** - the right to be informed about the collection and use of your personal data. This enables you to receive information including: our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with. We call this 'privacy information'. That information is provided in ['Appendix – Further Details'](#) in this document.
- **Right of access** - the right to make a subject access request. This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.
- **Right of rectification** - the right to request that we correct incomplete or inaccurate personal data that we hold about you.
- **Right of erasure** - the right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **Right to restrict processing** - the right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Right to data portability** - the right to request that we transfer your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it.
- **Right to object** - the right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.
- **Rights related to automated decision making including profiling** – although a right under GDPR, no such processing is undertaken at AW or any of its processors.

If you would like to exercise any of the above rights, or have any questions or concerns about how your personal data is being used by us, you can contact the AW Data Protection Officer using the **DPO contact information** on page 1 above. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

Note too that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>

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## CHAPTER 5 WEBSITE COOKIES

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## INTRODUCTION

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The information below explains the cookies we use and why.

## WHAT WILL SHOW ON OUR WEBSITE

It is intended that the content shown below will be shown on, or accessible from, our website.

## UNIVERSAL ANALYTICS (GOOGLE)

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

## YOUTUBE COOKIES

We embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode

## HOW DO I CHANGE MY COOKIE SETTINGS?

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.