



*Jointline Limited, Airfield View, Camp Road, Witham St Hughs, Lincoln, LN6 9TW. Tel 01522 868636  
Jointline Limited, Spartan Road, Low Moor, Bradford, BD12 0RY. Tel 01274 736504*

## **Privacy Policy – Employees**

This policy explains how Jointline Limited will use your personal information when you become an employee. It also describes how long that information is kept and the circumstances in which we might disclose it to a third party. The information that we hold is used solely to enable us to run our business and manage our employer/employee relationship with you.

### **Personal information we hold**

The personal information we hold includes:

- Name, address, date of birth, telephone number, email address, gender, proof of your right to work in the UK & driving licence number
- Employment history, other relevant experience, achievements, skills and qualifications
- Employment references and the results of any pre-employment screening
- The outcome and results of any interviews or tests which formed part of the recruitment process
- Terms and conditions of employment, contract variations, current employment history
- Information about your conduct, performance, training and development
- Pay and pension details, national insurance number, tax coding and details of the bank or building society account into which your salary is paid
- Details of your employee benefits (e.g. membership of private medical insurance or childcare voucher schemes)



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- The reasons for any periods of absence (e.g. annual leave, maternity/paternity leave, sickness absence)
- Information about your health and how it may affect your ability to carry out your duties
- Photographs used for building or on-site access passes
- Journey history associated with your journeys using a company vehicle
- Systems and building access history including CCTV at depots and signing in sheets
- Equalities monitoring information (if provided)
- Records of your hours of work
- Work related computer, telephone and mobile telephone usage

### **How we use personal information**

Jointline and any companies that process data on our behalf, will use your personal information for the purposes of human resource administration (i.e. managing Jointline's employment relationship with you). The information provided will be used to:

- Pay you, administer employee benefits, calculate any tax, NI or statutory payments due (i.e. sick or maternity pay)
- Administer any absences including sickness and annual leave
- Manage your performance and attendance and make decisions about appropriate training and development
- Manage any employment disputes including disciplinary actions or grievances
- Supply references to prospective employers



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- Monitor results of required occupational health testing
- Monitor driving infringements and penalty notices

Your information will only be accessed and processed by authorised personnel (i.e. line managers, HR professionals, occupational health professionals and pensions administrators) who are directly involved in the management and administration of your employment and have a legitimate need to access your information.

### **Length of time we keep information**

Most of your personal information will be retained by Jointline for the duration of your employment plus an additional forty years from the date on which you cease to be an employee. Our full retention schedule is available on request and this explains how long each item of information will be retained.

Please note that personal information included in occupational health, tax and pension administration records will normally need to be retained indefinitely.

### **Protection of your personal information**

We take the privacy of our employees very seriously and have a range of robust policies, processes and technical measures in place to safeguard your personal information.

Access to systems that hold employment related information is restricted to authorised personnel through the use of unique identifiers and passwords. Your information is stored on systems that are protected by secure network architectures and are backed-up on a regular basis (to a second secure location) for disaster recovery and business continuity purposes and to avoid the risk of inadvertent erasure or destruction.



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## **Sharing personal information**

We have contracts with a number of third party service providers, such as Sage (payroll systems) and Mediright (occupational health testing) who provide specialist services. These third parties will process applicant information in accordance with Jointline's instructions and make decisions regarding the information as part of the delivery of their services; they are also required to put in place appropriate security measures that ensure an adequate level of protection for personal information.

In some circumstances, disclosures of employee personal information to the police (and other law enforcement agencies) are permitted if they are necessary for the prevention or detection of crime and/or the apprehension or prosecution of offenders. Each police request to Jointline is dealt with on a strictly case by case basis to ensure that any such disclosure is lawful and proportionate.

Jointline may also disclose your personal information to a third party:

- Where we have your explicit consent e.g. to assist financial institutions regarding an application you have made for a mortgage, personal loan, etc.
- Where we are required to do so in order to allow you to work on a client site. This may include details of your occupational health test results, drug and alcohol test results, your qualifications or identification details. This will only be done where we are contractually obliged to do so in order for you to carry out your work duties. We will require the companies that we share this data with to fully protect your information, not to share it with other organisations and to destroy the information held about you once there is no longer a requirement for them to hold it as part of their legal obligations and in line with their retention schedule.
- In an emergency where the health or personal security of an employee is at risk



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- Where we are required to do so by law (e.g. in response to a court order, or to assist with investigations carried out by HM Revenue and Customs, the Department for Work and Pensions, Job Centre Plus, the Child Support Agency, or local authorities)
- In connection with the National Fraud Initiative (NFI) data matching exercise carried out by the National Audit Office, which is intended to prevent/detect crime and protect public funds
- If it is necessary to do so in order to defend Jointline's legal rights (i.e. in the context of a court case involving Jointline)

### **Overseas processing**

Our employee data is physically stored in UK data centres.

### **How to access personal information**

Please make all access requests to Jointline Limited on:  
[jointline@jointline-group.co.uk](mailto:jointline@jointline-group.co.uk).

### **Your rights**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. These include:

- The right to request access to data we hold on you
- The right to rectification or erasure of your personal data in certain circumstances
- The right to restrict processing or withdraw your consent for processing at any time
- The right to data portability
- The right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied



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with the requirements of the GDPR or DPA 18 with regard to your personal data.

### **Identity and contract details of data processor**

The person with overall responsibility for data processing within Jointline is Pete Charters. Pete can be contacted at:

Jointline Limited  
Airfield View  
Camp Road  
Witham St Hughs  
Lincoln  
LN6 9TW

Telephone: 01522 868636

### **Policy Review**

This policy will be reviewed on an annual basis, or sooner if required.

### **Date**

27<sup>th</sup> April 2018

### **Approved by**

Pete Charters – Financial Director