

Privacy Notice – Job applicants, current and former employees

Schedule 1

Information held – Employees / prospective employees (Applicants)

Personal data held	Information Source	Reason for collection	Information Shared	Lawful purpose	Term data held
Employee name	Employee	Employment purposes	In house staff / clients / Official bodies*/fuel card provider/business partners	Legal Obligation Performance of a contract Legitimate interest – To manage, monitor and improve our business activities	Duration of employment plus 6 full tax years (deletion on 7 th)
Employee Contract	Employee – signed contract	Employment purposes	In house staff / Official bodies*		
Employee pay rates and contracted hours	Client account manager/employee	Employment purposes	In house staff/official bodies* / Payroll processing providers / pension provider		
Employee bank details / HMRC documents (eg P45 /P46 / P60 / tax code notices)	Employee /HMRC	Employment purposes	In house staff/official bodies* / Payroll processing providers		
Employee contact details: address/telephone/mobile/e mail	Employee – signed contract	Contact details for use in employment	In house staff / Official bodies		
Nationality	Employee	Immigration / right to work compliance / diversity monitoring	In house staff / Official bodies*	Legal Obligation / Legitimate interest – To manage, monitor and improve our business activities	
1.Immigration / passport / right to work documentation 2. drivers licence (all copies)	Originals provided by employee & copy retained	1.Immigration / right to work compliance 2. Driving qualification		Legal Obligation	

Photographic image	Employee	Identification /Security ID badges	In house staff / official bodies*/ clients	Legitimate interest - To manage, monitor and improve our business activities Performance of contract	
Gender	Employee	Employment purposes/ gender pay gap reporting / equality monitoring	Pension & payroll provider / Official bodies*	Legal requirement /Legitimate interest – equality monitoring	
Next of kin details	Employee	Safety	In house staff	Legitimate interest – safety of staff / Vital Interest	
Employee training records / training certificates /	In house staff / Employee/ training provider	Employment purposes	In house staff/ external training provider	Performance of a contract / Legitimate interests – to monitor and manage our business	Duration of employment plus 6 full tax years (deletion on 7 th)
Disciplinary records / general employment documents/ letters / reviews	In house staff / Employee	Employment purposes	In house staff		
TUPE records	Incumbent contractor	Employment purposes	In house staff / incoming contractor	Performance of a contract Legal Obligation	
Pension details/payments	Employee/Payroll dept	Legal requirement	Pension provider / HMRC / staff		
Holiday records / sick records / References (received & given)	Employee/ staff / Former employers	Employment purposes	In house staff / references issued as requested by employee	Legitimate interests – security & management of our business/ to protect our legal interests / performance of a contract	
CCTV footage	Head office CCTV system	Security / prevention of crime / investigate issues if necessary	Not viewed by in house staff unless issue brought to attention		
Answer phone messages	Employee	To improve our services	In house staff		
Timesheets & Clocking in and out systems	Staff / data subject	Monitor performance / contractual compliance / health & safety (attendance record in case of fire) / management of the business	In house staff	Performance of a contract / to protect our legal interests /vital interests /legitimate interests – employment and business administration	Maximum of 6 years
Unsuccessful Job applicants application form / correspondence	Job Applicant	Employment purposes	In house staff	Legitimate interest – employment purposes	Maximum of 6 months

*Official Bodies under category of Legal Obligation include bodies such as:-

HMRC	Police Service
Immigration Services	Courts & Tribunals Service
Department of Work and Pensions	Child Support Agency