

Privacy Policy

Introduction

The processing of your data is necessary for the purposes of the legitimate interests of Had Fab Ltd. Our privacy statement outlines what this means in practice and explains how Had Fab Ltd collects, stores, manages and protects your data.

Employees

How we collect your data

We collect data about you in a variety of ways and this will usually start when we undertake a recruitment exercise where we will collect the data from you directly. This includes the information you would normally include in a CV or a recruitment cover letter, or notes made by our recruiting officers during a recruitment interview.

Further information will be collected directly from you when you complete forms at the start of your employment/engagement, for example, your bank and next of kin details.

Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest
- where we have obtained your consent.

Types of data we process

We hold many types of data about you, including :

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender, marital status, dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information used for equal opportunities monitoring
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence
- bank details, tax codes, National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment/engagement with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings or, in the case of workers, confirmation of other discussions about your conduct
- internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures, appraisal forms or, in the case of workers, confirmation of other discussions about your performance
- leave records including annual leave, family leave, sickness absence etc
- details of your criminal record
- training details

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- CCTV footage
- building entry records.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will only seek this information once a job offer has been made and that you have been informed we are doing so.

Personal data is kept in personnel files or within the Company's HR and IT systems.

Job Applicant Privacy

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

If you are unsuccessful in obtaining employment, we will only keep your data for one month after the recruitment exercise ends. We may request to keep your details on file but we will seek your consent to do so and we will keep your data for one year.

Contractors

The data we hold:

Most of the data we hold would have been provided by you. This includes:

- Your name, title, gender and date of birth
- Your home address, email address and telephone numbers
- Health information

Some of the personal data we hold about you has been provided by you during interactions with our employees namely:

- Updates to your contact details. Address, email and phone
- Records of verbal or email conversations/meetings, including personal and philanthropic interests
- Your family and partner/spousal details
- A record of the communications we have sent to you and any responses to such communications
- Your contact preferences.
- Your current job title, employer and work email addresses
- Previous role(s) and job title

Customer/Suppliers

The data we hold:

Most of the data we hold would have been provided by you. This includes:

- Your name, title

Some of the personal data we hold about you has been provided by you during interactions with our employees namely:

- Updates to your contact details. Address, email and phone
- Records of verbal or email conversations/meetings
- A record of the communications we have sent to you and any responses to such communications
- Your contact preferences.
- Your current job title, employer and work email addresses

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What we use your information for

Unless you have requested otherwise, the information you provide is used by the business, to communicate with you. These may include:

- Providing you with the services and information you asked for
- The promotion of benefits and services available to you
- The promotion of Had Fab Ltd
- Distribution of business mailings (e.g. magazine, newsletters, annual reports)
- Distribution of wage slips and P60

Data analysis and updating your contact details

To ensure that our communications are relevant to you and your interests, we may use tools that help us track whether the emails we send are opened and which links are clicked within a message. We may also track website visits and use analytical tools, such as Google Analytics, to use this information to improve our website.

Storage and Protection of Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

Other websites

Our website may contain links to other websites. This privacy policy only applies to the data stored and processed by Had Fab Ltd so when you link to other websites you should read their own policy.

How long is personal data held?

Personal data is held in line with our Records Management Procedure, this is available upon request.

Your right to make changes or ask us to stop using your data

You are in control of your data have the right to opt-out of all or specific communications types at any point. You also have the right to request copies of the data held about you, to do so please submit a 'Subject Access Request' to gemmaross@hadfabltd.co.uk.

Your Data Protection Rights

Rights of Access

You have the right to ask us for copies of your personal information. This is called the right of access. You exercise this right by asking for a copy of the data, which is known as making a 'subject access request'. You can make this request in writing, by letter or email to Had-Fab's DPO and include

- Full name, address and contact details
- Clock ID
- Details of the information requested

Responding to Requests

We aim to respond to requests within one month, however, in certain circumstances we may need extra time to consider your request and this may take up to an extra two months. We will notify you within one month if this is the case.

We will provide the information free of charge.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for

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further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other Data Protection Rights

Right to Rectification - You have the right to ask us to rectify information you think is inaccurate and to ask us to complete information you think is incomplete.

Right to Erasure – You have the right to ask us to erase your personal information in certain circumstances

Right to Restriction of Processing - You have the right to object to the processing of your personal data in certain circumstances

Right to Data Portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

Right to Complain- If you believe that Had-Fab has not complied with your data protection rights, you can complain to the ICO, details below

Information Commissioner Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline Number : 0303 123 1113.

If you have a concern about how your data is being handled

You can contact the business via our website. In addition, you can raise any concerns directly with the Information Commissioner Office (ICO)

Changes to the Privacy Statement

In the interested of being transparent we may amend this Privacy Statement from time to time. Any significant changes to this Policy or to the way we treat your data will be communicated via the website.

Further Information

If you have any questions which you feel have not been answered by this Privacy Statement, please do not hesitate to contact gemmaross@hadfabltd.co.uk (DPO) or write to: Had Fab Ltd, Macmerry industrial Estate, Tranent, EH33 1RD

Signed: 

Managing Director

Date: 25/05/2020

Greg Scott