

Privacy Notice

Data controller:

Westerleigh Group
Westerleigh Road
Westerleigh
Bristol
BS37 8QP
0117 937 1050
HR@westerleighgroup.co.uk

This privacy policy outlines how we will use your data during any recruitment process and also in the event that you start working for Westerleigh Group or any associated companies.

During any recruitment process, we collect and process personal data relating to individuals who make job applications with Westerleigh Group or any associated companies, therefore for the purpose of this notice the use of "The company", "Westerleigh Group", "we", "us" or "our" shall mean all parties collectively and individually, whether acting as controller or processor.

We are committed to complying with data protection obligations and this privacy notice explains what personal data we will hold about you, how it is collected and what use we may make of that data during the recruitment process. This notice is non-contractual and as such we may update it at any time.

Once engaged to work for Westerleigh Group either in the capacity of employee; worker; director; or contractor, the Company (as stated in your Contract of Employment / terms of engagement) collects and processes personal data relating to its colleagues to manage the working relationship. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The Company collects and processes a range of information about you. This includes:

During the recruitment process:

- Your name, title, address and contact details, including email address and telephone number, date of birth, gender and pro nouns;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- Your preferences for location, type and hours of work with us;
- Information about your current employment including, salary, entitlement to any benefits;
- Assessment results if applicable including psychometric assessments, Information about your nationality and entitlement to work in the UK;
- Information about your criminal record;
- Driving licence details;
- Details of your schedule (days of work and working hours) and attendance at work;
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief

- Details about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process (special category data); and

In addition to the above, after an offer of employment / engagement has been made:

- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank or building society account and national insurance number;
- information about your emergency contact;
- information obtained in employment checks including references;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- the terms and conditions of your employment;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the Company needs to make reasonable adjustments to enable you to carry out your role; and
- Information from the Disclosure and Barring Service regarding criminal record checks.

The Company may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments. In some cases, the Company may collect personal data about you from third parties, such as your recruitment agency, references supplied by former employers, information from employment background check providers, information from the DVLA, information from credit reference agencies and information from the Disclosure and Barring Service as permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the organisation's HR and Payroll management systems and in other IT systems (including the organisation's email system).

Information about criminal convictions

Westerleigh Group may require team members to provide information relating to criminal convictions.

We will only collect such information if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect it as part of the recruitment process and during the course of your employment. We will, if appropriate, use information about criminal convictions and offences to review and consider your employment in light of any such information disclosed to us.

We use your personal data in this way in order to carry out our obligations in respect of safeguarding and to promote the legitimate interests of our business. This includes where we need to carry out "fit and proper" checks in relation to SM&CR roles.

Why does the Company process personal data?

We need to process data to manage your application, and if you are successful, to enter into an employment contract with you.

The Company needs to process data to manage your employment and to meet its obligations under your employment contract. For example, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the Company has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the Company to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- process payroll and manage the payment of expenses;
- allow employees and the business to be insured to drive on behalf of the business and operate machinery on site that is driven which we need confirmation of a driving licence for with a satisfactory record;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the Company complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration, including the administration of benefits (including disclosing information to third party benefit providers) and pensions;
- provide references on request for current or former employees; and
- respond to and defend against legal claims.

In relation to special categories of personal data, we may process information about your health if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is in order to comply with our legal obligations.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities). Where the Company processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally, including with members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work, Finance and IT staff if access to the data is necessary for performance of their roles.

The Company shares your data with third parties in order to obtain pre-employment references from other employers, obtain driving licence checks from third party providers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The Company may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The Company also shares your data with third parties that process data on its behalf, in connection with payroll, expenses management, the provision of benefits including insurances, driving licence checks and the provision of occupational health services.

The Company will not transfer your data to countries outside the European Economic Area.

How does the Company protect data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the Company keep data?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. If you provide consent, we can keep your personal data on file for a further 12 months for consideration for future employment opportunities. At the end of the relevant period, or if you withdraw your consent (if applicable), your data will be Anonymised.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to further internal systems and retained during your employment.

The period for which your data is held after the end of employment is 6 years, except where statutory retention periods for specific types of data apply.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company to anonymise, delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Human Resources department. Where applicable, HR will liaise with the Group Data Protection Officer to arrange and manage your request.

We will provide a response within 30 days, if not sooner. There is normally no charge for exercising any of your rights.

What if you do not provide personal data?

During the recruitment process:

You are under no legal or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. In relation to certain information, such as evidence relating to your right to work in the UK, we are under a legal obligation to obtain that information and if you do not provide it then we will be unable to offer you employment.

After an offer of employment has been made:

You have some obligations under your employment contract to provide the Company with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the Company with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the Company to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Complaints

If you have any concerns about the way we use your information, you can raise these with us by contacting the Human Resources department. To find out more email HR@westerleighgroup.co.uk or call 0117 937 1050 and press 1 for HR. You also have the right to refer your complaint to the Information Commissioner's Office (ICO) at ico.org.uk or by calling 0303 123 1113.

Changes to this Privacy Policy

We keep our Privacy Policy under regular review. The most recent update was made in December 2023 and the key changes were as follows:

- We have updated our policy following implementation of a Recruitment ATS System – Eploy.

Privacy Notice Agreement

I, _____ (employee), acknowledge that on _____ (date), I received a copy of the Westerleigh Group Privacy Notice for employees, workers and contractors which I have read and understand.

Full Name _____

Signed _____ **Date** _____