

# Employee Privacy Notice

## **The Controller - Who we are:**

We are the Ballyvesey Group of Companies (see attached Appendix 1 for full list).

## **Data Protection:**

Data Protection in the Ballyvesey Group is administered by the GDPR Steering Group.

- Alan Thomson (Finance)
- James Darragh (Compliance & HR)
- Gordon Willis (ICT)
- David Andrews (Chief Information Officer)

All members of the GDPR Steering Group have received training on data protection and information security relating specifically to their responsibilities. In addition, at least one member of the Steering Group holds a General Data Protection Regulations Practitioner Certificate.

The steering group can be contacted by emailing: [dataprotection@ballyvesey.com](mailto:dataprotection@ballyvesey.com)

Or, alternatively by writing to:

Data Protection, Ballyvesey Group, 607 Antrim Road, Newtownabbey, BT36 4RF

## **Categories of Data Collected:**

Much of the information has been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees. The information we hold includes, but is not limited to, your application form or CV and references, your contract of employment and any amendments to it; correspondence with or about you; information needed for payroll, benefits and expenses; general contact details and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records. Contact details are held for hard copy and or electronic communication purposes pertinent to the legitimate business interests.

## **Processing of Data:**

As your employer, and as a Group whose nature of business includes transport services including road transportation, property management, storage, auctioneering, vehicle sales, vehicle maintenance & repair, trailer manufacture, vehicle hire, plant sales and general hire activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes and process information about you for employment purposes. The information we hold and process will be used to enable us to manage our relationship with you effectively, lawfully, fairly and transparently, during recruitment, whilst you are working for us, at the time when your employment ends and after you have left our employment. This may also include using information to enable us to comply with the employment contract, to comply with any legal obligations, and protect our legal position in the defense of legal proceedings.

We will never process your data where these interests are overridden by your own statutory rights and freedoms. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision, if the situation arises.

You will, of course, inevitably be referred to in many company documents and records are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is available on the Company website or in electronic format from [dataprotection@ballyvesey.com](mailto:dataprotection@ballyvesey.com).

### **Special Category Data:**

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data, health or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your life in an emergency. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with health and safety and occupational health obligations, to consider how your health might affect your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, health insurance and or Death in Service policies.

### **Who will receive the data:**

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our payroll provider, pension or health insurance schemes.

We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### **International Transfer:**

Ballyvesey Group, on rare occasions may be legally obliged to provide some information to other countries within EEA, such as Republic of Ireland etc. for border/custom control, right to work, and inter-state taxation. No data is transferred out of EEA at this time. If we are required to do this, we will discuss those obligations at that time.

### **Retention Period:**

In order to comply with the legal obligations of statutory provisions for taxation we will retain relevant records for a period of seven years. Health & Safety records, training records and occupational health records will be retained until after an employee's death, for the purpose of defending legal claims. In doing this we will practice data minimization and only retain the actual data we need to meet this requirement.

### **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. If you have provided consent for the

processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to request from us access to, and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

**Automated Processing and Monitoring:**

We monitor internet, email, computer, telephone/mobile telephone use, as detailed in our computer/telephone/electronic communications/expenses policies, issued in addition to the contract of employment. CCTV is in use throughout various areas of company property, to detect and assist in the prosecution of crime, security of the company assets and defense of legal claims. We also keep records of your hours of work by way of various Time Management Systems and or as detailed in the company handbook. We deploy GPS tracking of company assets. We keep tachographic data regarding journeys of relevant vehicles, in compliance with our legal obligations.

