



DATA PRIVACY STATEMENT

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation "GDPR".

Larkshill Engineering is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Larkshill Engineering complies with its obligations under GDPR by:

- keeping personal data up to date;
- by storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

Type of Information	Purposes	Legal basis of processing	Retention schedule
Employee's name, address, telephone numbers, e-mail address(es).	Payroll Personnel	HMRC Article 6(1) (c) – legal obligation Article 6 (1) (b) - contract	7 years post employment
Employee bank details	Payroll	HMRC Article 6(1) (c) – legal obligation	3 years post employment
Employee pension details	Payroll	HMRC Article 6(1) (c) – legal obligation	75 years post employment

Employee tax details	Payroll	HMRC Article 6(1) (c) – legal obligation	7 years post employment
Employee pay / Annual leave / sick leave / performance details	Personnel file	Article 6 (1) (b) – contract	7 years post employment
Employee qualifications, previous employment history, gender, ethnicity, disability, contact details inc. next of kin.	Recruitment / personnel file	Article 6 (1) (b) – contract	7 years post employment
Employee training records	Training records	Article 6 (1) (b) – contract	7 years post employment – as per ISO 9001:2015 / ISO Procedure 7.2
Employee health data	Recruitment / personnel file	Article 6 (1) (b) – contract	7 years post employment
Unsuccessful Job applicants – name, address, telephone numbers, e-mail address(es), qualifications, previous employment history, gender, ethnicity, disability, health information	Recruitment – unsuccessful applicants	Article 6 (1) (b) – contract	6 months post interview or employment campaign
Customer’s name, address, telephone numbers, e-mail / IP address(es).	Customer contract	Article 6 (1) (b) – contract	As per ISO 9001:2015 / ISO Procedure 7.2
Customer financial details	Customer contract	Article 6 (1) (b) – contract	End of customer relationship
Customer documents, inc. specifications, quotations, drawings, purchase orders, work instructions, non disclosure agreements. (N.B. List not exhaustive)	Customer contract	Article 6 (1) (b) – contract	As per ISO 9001:2015 / ISO Procedure 7.2
Supplier / service provider / subcontractor’s name, address, telephone numbers, e-mail / IP address(es).	Supplier contract	Article 6 (1) (b) – contract	7 years after end of supplier relationship
Supplier financial details	Supplier contract	Article 6 (1) (b) – contract	End of supplier relationship
Supplier / Contractor briefing records	Supplier contract	Article 6 (1) (b) – contract	As per ISO 9001:2015 / ISO Procedure 7.2
Supplier / Service provider / subcontractor documents inc. specifications, quotations, drawings, purchase orders, work instructions, non disclosure agreements. (N.B. List not exhaustive)	Supplier contract	Article 6 (1) (b) – contract	As per ISO 9001:2015 / ISO Procedure 7.2

How we protect your personal data

- We will not transfer your personal data outside the EU without your consent.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

How long do we keep your information?

Your personal data will be treated as strictly confidential. We will hold your personal data on our systems for as long as you are an employee / supplier / customer of Larkshill Engineering Ltd and for as long afterwards as it is in the organisation's legitimate interest to do so or for as long as is necessary to comply with our legal obligations.

We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

We securely destroy all financial information once we have used it and no longer need it.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

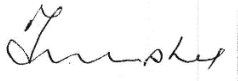
- The right to request a copy of your personal data which Larkshill Engineering Limited holds about you;
- The right to be provided with information about how your personal data is processed ;
- The right to request that Larkshill Engineering Limited corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Larkshill Engineering Limited to retain such data;

- to have your personal data transferred to yourself or to another business in certain circumstances
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office. You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113.
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF .

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

To exercise all relevant rights, queries of complaints please in the first instance contact Gaynor Davenport and Yvonne Snowe.



Managing Director