

**The purpose of this notice is to ensure that you understand how, why, and where we store your data as transparently as possible. Personal data is purely collected for legally valid reasons related to your employment, and will only be kept for as long as necessary. Please read on for further details.**

### **Who collects and stores my information?**

Your employer – K. Burrett Cleaning Services Ltd. whose registered office is 361 Rayleigh Road, Eastwood, Leigh-on-Sea, Essex, SS9 5PS and can be contacted on 02087982606 or mail@kburrettcleaning.com

### **Where do you store it?**

We store our information on a password-protected GDPR-compliant cloud-based suite, and on passcode-protected mobile telephones. We may store information on paper which is kept in a locked office.

### **What do you collect and process?**

From your initial application, we collect data relating to you as an individual, including the following: Full Name, Date of Birth, Contact details (including telephone number, email address, and postal address), Experience, training, and qualifications, CV and cover letter, National Insurance Number and Bank Details, Fit Notes if submitted (and GP details if relevant), Records of sickness absence, Next of Kin Details, Passport / Driving License / Residence Permit / Visa / Other photographic ID given to support identity and Right to Work in the United Kingdom, Proof of References. If necessary we may collect the following Sensitive Personal Details: Disability or health condition relevant to the working role, DBS/Criminal conviction relevant to the role, Disciplinary information, Religion (only if specified by employee voluntarily on our New Starter Form), Ethnic Origin (only if specified by employee voluntarily on our New Starter Form)

### **What are the purposes for processing the data and what is the legal basis on which the processing will take place?**

Processing is necessary for several reasons, for example, for the legal performance of the employment contract between yourself and the Company, we will need your name and contact details, as well as your employment application details. As an example of processing which is of legitimate interest to you as an employee, we must process your bank account details and NI number in order to pay you. To fulfil our legal obligations, we must process and store certain data such as your NI number and your proof of Right to Work. We are also required to process sickness absence data. We may also process personal data based on your legitimate interests where it has a minimal impact on your personal privacy, and so long as we process it in a way that you would reasonably expect.

### **Who is my personal data shared with?**

Your data is shared with outsourced accountancy services which are GDPR compliant in their systems. The only data shared is necessary for payroll purposes.

### **How long will my personal data will be kept for?**

Your data will be kept for the duration of your employment and for 6 years after your employment ceases.

### **What rights do I have in relation to my personal data?**

The right to be informed – fulfilled initially by this document and to be developed as and when any further processing occurs. You may exercise your right to Access by making a 'Subject Access Request'. You also have the right to request rectifications if any data we hold is inaccurate. You have the right to erasure (under specified reasons, including that the data is no longer necessary) or restriction of processing of your data where relevant, and the right to object to your data being processed.

Please forward any questions or requests to the details at the bottom of this letter.