

GDPR PRIVACY NOTICE

PHOENIX WASHROOM SERVICES LTD (PWS)

RIVERSIDE BUSINESS CENTRE

FORT ROAD
TILBURY
ESSEX
RM18 7ND

The categories workforce information that PWS collect, process, hold and share include:

- personal information (such as Employee Name, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- bank account information for payroll purposes
- medical, home address and next of kin information for use with emergency services
- contact details (home address, email address and telephone numbers)
- Driving License (required by law, and for insurance purposes)

Why PWS collect and use this information

PWS use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention
- enable individuals to be paid
- enable individuals to be treated for medical purposes
- contact staff outside of hours in an emergency

The lawful basis on which PWS process this information

PWS process this information in line with GDPR which came into force 25th May 2018

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing this information

PWS holds workforce data for the length of time deemed necessary for the purpose of PWS business.

Who we share this information with

PWS would only share our workforce information where necessary in line with GDPR.

Data collection requirements

PWS has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether PWS releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to securely store and handle the data

To be granted access to workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact PWS as necessary.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Bill Lloyd - Director 01375 489459