



Seacroft Golf Club

ESTABLISHED 1895

Employee Privacy Notice

SEACROFT GOLF LINKS COMPANY LIMITED has appointed Susan Turner as Data Controller. She will be responsible for the compliance of data protection for the Company. Her contact details are as follows:

Email: susan@seacroft-golfclub.co.uk
Tel: 01754 763020 Ext1

In order to operate efficiently the Company needs to collect and process information regarding its employees to manage their employment.

The Company is committed to ensure that all personal data gathered is processed and managed in compliance with the General Data Protection Regulation (2016/679 EU) (GDPR). Every effort will be made to meet the obligations set out in legislation.

Data Security

The security of the data is important to the Company and we have taken technical steps to protect the data from loss. The Company has also taken measures to ensure that data is not used for purposes other than it was collected for. In some cases data will be encrypted or password protected. The Company has a data protection policy in place. This has been provided to you under separate cover.

Third parties who process personal data, on behalf of the Company have in place written instructions to do so and are obliged to ensure the security of the data.

Data Retention

Personal data will only be kept as long as required for the purpose it was collected.

We are obliged to retain payroll records for a minimum period of 7 years (being the current PAYE year and the previous six years).

Medical history, training records, contract, disciplinary and other employment related documents will be retained whilst your employment is current and then for a further period of 6 years after termination of employment.

Data Collected by the Company

The Company will collect and process a range information about you, including:

- Your name, contact details, address, email address, telephone number, and date of birth and gender.
- Your entitlement to work in the UK along with details of your nationality.
- Criminal record information.
- Your qualifications, experience, history of your employment including employment dates.
- The terms and conditions of which you are employed along with benefits, pensions or other entitlements.
- Details of your remuneration along with bank details and national insurance information.
- Next of kin details along with marital status and any dependants along with details of contacts in an emergency.
- Details of your working hours, days of work and your attendance records.
- Details of your absence records and reasons for the leave, which include family leave, holiday, sickness.
- Appraisal information, performance assessments, performance reviews and improvement plans, supervisions along with any correspondence relating to.
- Information regarding any health or medical conditions or any disabilities you have for which reasonable adjustments may need to be made by the Company.
- Disciplinary and grievance records which you have been involved in. This includes any sanctions issued and any other correspondence in relation to the issue.

Personal data that does not fall under these categories may require the completion of a specific consent form, which will be provided to you by the Company.

The information may be collected in different ways, through application forms, CVs, your passport or right to work documentation, new starter forms, interviews or meetings.

Third parties may be contacted, with your consent, for information regarding you, for example, references from past employers or information from a criminal record check if permitted by law.

The data collected will be securely stored in a variety of places which include your employee file, employee management systems along with other IT systems such as payroll and attendance software and company emails.

Reasons for Processing Personal Data:

The Company requires personal data to enable it to fulfil a contract of employment with you such as the ability to pay you as detailed within the contract or to provide the benefits offered by the Company such as pensions and other benefits where applicable.

The Company also has legal obligations to comply to and personal data is needed to fulfil these obligations such as checking your eligibility to work in the UK or to deduct the tax required.

There may be legitimate interest reasons for processing the data before, during and following the employment such as:

- To aid recruitment.
- To ensure current and correct employee records, contractual and statutory rights along with contact details and next of kin details.
- To record disciplinary and grievance records and processes to ensure the required conduct in the workplace.
- For career development, succession planning along with other workforce management planning.
- To ensure accurate records of absence to enable accurate payments and the receipt of benefits in the event of an absence.
- For medical or occupational health advice to enable the Company to comply with any obligations in respect of employees with disabilities.
- To aid general employment and HR administration along with providing references upon request for employees in addition to defending the Company in the event of any legal claims.

Some information regarding medical history or health conditions is gathered and processed to carry out employment law obligations such as reasonable adjustments for those with disabilities.

Who Will Have Access to my Data?

Access to your data will be restricted. The Data Controller and payroll staff will have access to your data. Company Directors, H&S, business managers and IT staff will have access if access is required for them to be able to fulfil their duties. The company's accountants will have access to your data in order for them to carry out their duties.

Your data may be shared with third parties such as obtaining references from past employers, background checks along with any necessary criminal records checks through the Disclosure and Barring Service. Data may also be shared with third parties should the Company be subject to a sale of all or part of it, however this will be dealt with confidentially and arrangements for this will be in place.

Your data may also be shared with third parties that process data for the Company such as benefits and pension providers.

Information will remain within the European Economic Area.

Individual Access Rights:

Right to be forgotten	Employees have the right to request information is forgotten.
Right to be amended	Employees have the right to request information is amended.
Right to withdraw consent	Employees can withdraw consent to the processing of their data.
Right to data portability	Employees can use and obtain their own data for their own purpose.
Right to object	Right to object to automated decision-making, including profiling.
Right to object to the data being used for direct marketing purposes	Right to object to the personal data being processed, therefore cannot be processed further unless there is a legitimate reason for doing so.

To make a Subject Access Request, the individual should put this in writing to the Data Controller. A form of identification may be required to enable the request to be processed; the individual will be notified if this is necessary.

If the individual makes the request in an electronic format, the information will be provided in electronic format unless otherwise agreed.

Should additional copies be required by the individual a charge may be levied, in line with the administration costs to the business.

The request will be responded to without undue delay and within one month, however due to the amount of personal data in some cases it may take up to three months. The individual will be notified within one month of the request being made, should this be the case.

You are able to put a complaint into the Information Commissioner if you have the belief that the Company has not complied with your data protection rights.

As an employee you have obligations to provide the Company with data such as absences from work, information to assist with disciplinary processes and other matters. You may also have to provide data to enable you to exercise your statutory rights. If you fail to provide the data your ability to exercise such statutory rights may be hindered.

Employment decisions are not solely made by automated decision-making.