

## **Privacy Notice**

This notice explains how Challs International Limited ('the Company ') handles and uses information (both hard copy and electronic) it collects about job applicants, employees, suppliers, contractors and any other individual who works at the Company's premises or visits the premises.

The Company will comply with the data protection principles set out in the law when handling your personal information. For further information, please see the Company's Data Protection Policy which is available from [admin@challs.com](mailto:admin@challs.com).

This Privacy Notice is non-contractual and can be amended at any time.

The controller for your personal information is Challs International Limited, Unit 46, Lady Lane Industrial Estate, Hadleigh, Ipswich, IP7 6BQ.

The person who has overall responsibility for monitoring compliance with data protection is Marlini Finney whose contact details are [admin@challs.com](mailto:admin@challs.com).

### **Applicants**

#### **1. What personal information about you is processed by the Company?**

The Company processes personal information about you to enable it to manage your job application and conduct a recruitment process, including:

- a. Name, title, address, marital status and contact details;
- b. Application form, CV, education history, interview notes, references, pre-employment assessment;
- c. \*Evidence of right to work in the UK;
- d. \*Information relating to age, gender and ethnicity; and
- e. Any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful).

The Company does not routinely screen job applicants' social media profiles but, if aspects of your social media profile are brought to its attention and give rise to concerns about your suitability for the role in question, the Company may consider them.

## **2. How is your personal information used by the Company?**

The Company uses your personal information to consider your suitability for employment, to manage its recruitment process and to monitor equality and diversity within the Company.

## **3. On what basis does the Company process your personal information?**

The legal basis for processing your personal information is that it is necessary in order for you to enter into an employment contract with the Company, it is necessary to comply with employment law (i.e. to ensure diversity and prevent discrimination) and it is in the Company's legitimate interests.

Where the provision of your personal data is required for the Company to enter into an employment contract with you, or is a statutory requirement, (e.g. evidence of a right to work in the UK), refusal to provide this personal information will prevent the Company from being able to offer you employment.

The legitimate interests of the Company are to recruit the best candidate for any vacancy and it believes that this is not incompatible with your rights and freedoms.

The personal information with a \* is sensitive personal information and the Company will process this information on the basis that it is necessary to comply with employment law or it will obtain your prior consent.

Where consent is obtained for processing your personal information, you have a right to withdraw your consent at any time.

## **4. Who will your personal information be disclosed to?**

Your personal information will only be accessed by authorised staff who need to have access to that information (e.g. the recruiting manager and the HR Manager).

If you are successful in your application, please read the 'Staff' section of this Privacy Notice for further information about what personal

information the Company will process, the reasons why and who it will be shared with.

**5. Will your personal data be transferred to third parties/outside of the European Economic Area?**

a. Name, title, address, marital status, personal contact details, national insurance number, emergency contact details and bank details;

b. Photograph;

c. Professional memberships;

d. \*Information relating to age, gender and ethnicity;

e. Recruitment information (e.g. application form, CV, education history, interview notes, offer of employment, references, pre-employment assessment);

f. \*Evidence of right to work in the UK;

g. Record of induction;

h. Current and any previous role descriptions, contracts of employment and related correspondence;

i. Current and previous salary, other earnings (e.g. maternity pay, overtime) and statutory taxes;

j. Details of benefits (e.g. pension scheme, insurance);

The Company will share your personal information with any third parties that it is required by law to do so.

Your personal information will not be shared with any other third parties without your consent unless the Company is satisfied they are legally entitled to the information.

The Company will not transfer your personal information outside of the European Economic Area without your consent.

**Staff (including contractors and agency workers)**

**1. What personal information about you is processed by the Company?**

The Company processes personal information for legal, personnel, administrative and management purposes and to enable it to meet its legal obligations as an employer (i.e. to pay you, manage your employment and confer employment benefits on you), including:

- k. \*Any occupational health assessments and medical information, and related work requirements;
- l. Training and development qualifications, requests and requirements;
- m. Record of performance appraisals;
- n. Record of grievances and disciplinaries; and
- o. Record of absences from work (e.g. annual leave, sickness absence and family leave).

The Company does not monitor your personal use of social media sites as a matter of course. However, if concerns are brought to its attention regarding your personal use of social media that it reasonably believes affect your employment with the Company, it will consider this personal information as part of any internal process. The Company's Social Media Policy is available in the Staff Handbook.

## **2. How is your personal information used by the Company?**

The Company uses your personal information for managing your employment, including:

- a. Ensuring that you have the right to work for the Company;
- b. Paying and rewarding you for your work;
- c. Managing your sickness absences, providing you with any necessary support to return to work and taking decisions about your future fitness for work;
- d. Managing and appraising your performance;
- e. Managing your conduct;
- f. Dealing with concerns you raise about your employment and/or treatment;
- g. Monitoring equality and diversity within the Company; and
- h. Ensuring compliance with legal requirements and obligations to third parties.

## **3. On what basis does the Company process your personal information?**

The legal basis for processing your personal information is that it is necessary for the performance of the employment contract, to comply with a legal obligation and/or because it is in the Company's legitimate interests.

Where the provision of your personal data is required for the Company to enter into an employment contract with you, or is a statutory requirement, (e.g. evidence of a right to work in the UK, details of salary/benefits, national insurance number), refusal to provide this personal information will prevent the Company from being able to employ you and/or administer your pay and benefits.

The legitimate interests of the Company are to manage your ongoing employment relationship and it believes that this is not incompatible with your rights and freedoms.

The personal information with a \* is sensitive personal information and the Company will process this information on the basis that it is necessary to comply with employment law or it will obtain your prior consent.

Where consent is obtained for processing your personal information, you have a right to withdraw your consent at any time.

#### **4. Who will your personal information be disclosed to?**

Your personal information will only be accessed by authorised staff who need to have access to that information (i.e. the HR Manager, your line manager and any other relevant manager (e.g. in respect of a disciplinary or grievance)).

#### **5. Will your personal data be transferred to third parties/outside of the European Economic Area?**

The Company will share your personal information with its service providers (i.e. payroll), its benefit providers (i.e. pension) and other third parties that it is required by law to do (i.e. HMRC).

Your personal information will not be shared with any other third parties without your consent unless the Company is satisfied they are legally entitled to the information.

The Company will not transfer your personal information outside of the European Economic Area without your consent.

## **Visitors**

### **1. What personal information about you is processed by the Company?**

The Company processes personal information about you to enable it to keep an accurate record of those present at its premises for health and safety purposes, including:

- a. Name;
- b. Company;
- c. Registration Number;
- d. \*Photo;
- e. Mobile telephone number; and
- f. Name of person you are visiting.

### **2. How is your personal information used by the Company?**

Your personal information will solely be used by the Company as a record of who is on its premises at any one time for health and safety purposes.

### **3. On what basis does the Company process your personal information?**

The legal basis for processing your personal information is that it is necessary to comply with a legal obligation and/or because it is in the Company's legitimate interests.

The legitimate interests of the Company are to have knowledge of who is on its premises at any one time and it believes that this is not incompatible with your rights and freedoms.

The personal information with a \* is sensitive personal information and the Company will obtain your prior consent.

Where consent is obtained for processing your personal information, you have a right to withdraw your consent at any time.

### **4. Who will your personal information be disclosed to?**

Your personal information will only be accessed by authorised staff who need to have access to that information.

## **5. Will your personal data be transferred to third parties/outside of the European Economic Area?**

The Company will share your personal information with any third parties that it is required by law to do.

Your personal information will not be shared with any other third parties without your consent unless the Company is satisfied they are legally entitled to the information.

The Company will not transfer your personal information outside of the European Economic Area without your consent.

### **All Individuals**

#### **1. How secure is my personal information?**

The Company has procedures and technologies in place to maintain the security of all personal information to prevent unlawful/unauthorised processing and accidental loss/damage to this information.

For further information on the Company's security measures, please see the Company's Data Protection Policy available from the Admin Department at [admin@challs.com](mailto:admin@challs.com).

#### **2. Does the Company operate CCTV?**

The Company operates CCTV on its premises with images being recorded 24 hours a day and monitored centrally.

The legal basis for processing any personal information captured on the CCTV system is that it is in the Company's legitimate interests to protect the safety of its staff and premises, detect and report criminal activity and detect and act upon any misconduct committed by its staff whilst on Company premises.

The Company's CCTV Policy is available from the Admin Department at [admin@challs.com](mailto:admin@challs.com).

### **3. How long will the Company keep your personal information?**

The Company will keep your personal information for the timeframes set out in its retention table, which is located in the Data Protection Policy and is available from the Admin Department at [admin@challs.com](mailto:admin@challs.com).

In respect of visitors, your personal data will be held for 30 days and then it will be irretrievably deleted.

### **4. What rights do you have in respect of your personal information?**

You have the right to ask the Company:

- • For access to your personal information;
- • To rectify your personal information;
- • To erase your personal information;
- • To restrict the processing of your personal information (pending correction or deletion); and
- • To transfer your personal information electronically to a third party.

Some of these rights are not automatic, and the Company reserves the right to discuss with you why it might not comply with a request.

For further information about your rights, please refer to the Company's Data Protection Policy which is available from the Admin Department at [admin@challs.com](mailto:admin@challs.com).

### **5. Who can you contact if you have concerns about the Company's use of your personal information?**

If you have any concerns or queries about the Company's use of your personal data, please contact Marlini Finney at [admin@challs.com](mailto:admin@challs.com).

You retain the right at all times to lodge a complaint about the Company's management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>