

Staff Handbook – Data Protection

1. The company shall process your personal data in accordance with any applicable data protection laws which impact legally apply to the processing by the company of your personal data whether it is received, held or processed by the company during the recruitment process, your employment or thereafter at all times.
2. The company may also process your personal data where it is in the company's legitimate interests to do so or in circumstances where it is legally permitted to do so for records and audit purposes. This may include (without limitation) seeking employment references.
3. You can find out more about your information rights and how the company processes your personal data (including where your privacy data may be processed), in the company's privacy notice, which is available on the staff section of the website and in the hard copy of the staff handbook in the company head office.
4. The company acknowledges that some personal data held might be of a more sensitive nature (e.g. details of any health related issues) and in certain circumstances the company may require your consent to process this sensitive personal data also called special category data.

The GDPR defines special category data as:

- personal data revealing **racial or ethnic origin**;
- personal data revealing **political opinions**;
- personal data revealing **religious or philosophical beliefs**;
- personal data revealing **trade union membership**;
- **genetic data**;
- **biometric data** (where used for identification purposes);
- data concerning **health**;
- data concerning a person's **sex life**; and
- data concerning a person's **sexual orientation**.

5. Where the company processes your sensitive personal data in accordance with legal requirements (e.g. to check eligibility to work in the UK, ensure discrimination is avoided, the company may do so without your consent.

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