

This Privacy Notice sets out how we, Wright Vigar Ltd, obtain, store and use your personal information when you are an employee, or where we otherwise obtain or collect your personal information.

Our Details

Wright Vigar Ltd will be what is known as the 'Controller' of the personal data you provide to us. We can be contacted at 15 Newland, Lincoln, LN1 1XG, telephone 01522 531341 or email website@wrightvigar.co.uk.

How we collect or obtain personal information about you

We collect information about you from different places including:

- directly from you
- from a third party acting on your behalf e.g. a recruitment agency
- from public available sources
- when we generate it
- from other organisations

The personal data we may collect:

- Name, home address and telephone number, mobile telephone number, email address, date of birth and identification details.
- National Insurance Number or other taxpayer information.
- Payroll information, banking details.
- Sick pay, sick records, pensions, insurance and other benefits (only WV provided benefits) information
- Date of employment, date of contractual changes, work history, technical skills, educational background, professional certifications and memberships, and training records.
- Emergency contact information.
- Photographs and images.
- Records of work absences, annual leave / paid time off, entitlement and requests, salary history, performance appraisals, client and internal feedback, and disciplinary and grievance procedures (including monitoring compliance with and enforcing our policies).
- Where permitted by law and applicable we may collect the results of credit and criminal background checks (for BOOMS (Beneficial Owner, Officer or Manager only), medical conditions (where informed for first aid purposes and on fit for work forms and self cert sick forms), driving licence number, vehicle registration and driving history.
- Information required for us to comply with laws, the requests and directions of law enforcement authorities or court orders (e.g. child support and debt payment information).
- Acknowledgements regarding our policies, including employee handbooks, ethics and / or conflicts of interest policies and computer and other corporate resource usage policies.
- Information captured on security systems, including Closed Circuit Television ("CCTV")
- Voicemails, emails, correspondence, documents, and other work product and communications created, stored or transmitted using our networks, applications, devices, computers or communication equipment.
- Date of resignation or termination, reason for resignation or termination, information relating to administering termination of employment (e.g. references).
- Letters of offer and acceptance of employment.
- Your CV, cover letter, previous and / or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and / or the application and recruitment process.
- References and interview notes.
- Information relating to any previous applications you may have made to Wright Vigar and / or any previous employment history with us, for a prescribed period.

Sensitive personal data we may obtain

- Health or medical information (*medical conditions for first aid purposes, self cert sick forms, drs notes*)
- Criminal records (*Annual fit & proper forms, DBS checks for BOOMS*)

How is your personal information used

We will use the information to fulfil the requirements of an employment contract or service relationship which exists between you and Wright Vigar Limited. From our employees / prospective employees we process and retain personal data for the following purposes, with the applicable legal basis.

- to confirm your identity and address
- to meet the terms of the employment contract
- to meet tax and pension requirements
- for marketing purposes, we may use your image and work contact details.

How long we store your personal information

We will keep your information for as long as you are an employee. For prospect employees it will be retained for 12 months or as agreed with you. If your employment is ended we will retain your HR records for two years, tax related data for seven years and the dates of your employment permanently.

How we secure your personal information

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. This includes Cyber Essentials Accreditation.

Your rights in relation to your personal information

You have a number of rights to your information:

- The right to be informed about your processing of my personal data;
- The right to have my personal data corrected if it's inaccurate and to have incomplete personal data completed;
- The right to object to processing of my personal data;
- The right to restrict processing of my personal data;
- The right to have my personal data erased (the "right to be forgotten");
- The right to request access to my personal data and information about how you process it; and
- The right to move, copy or transfer my personal data ("data portability").

Changes to your information and how to complain

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact David Thompson, Director at david.thompson@wrightvigar.co.uk. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in April 2019.