



EMPLOYEE HANDBOOK



Employee Privacy Notice

Current / Former Employees, Workers, Contractors, & Job Applicants

Amended (Covid-19)

(Non-Contractual)

Date: 22.07.2020

Review Date: 22.08.2020

- This procedure does not form part of any employee's contract of employment and it may be amended at any time at the Company's absolute discretion.
- The Company may also, at its absolute discretion, vary or remove any individual part(s) of this Procedure including any timescales or time limits, as appropriate in any particular case or situation.

Revision Chronology		
Version Number:	Effective Date:	Reason for Change:
1.2	22/07/2020	Amended Privacy Notice to cover the use of data through the COVID-19 pandemic (relevant updates highlighted).

Privacy Statement

At Fittleworth Medical Limited ('the Company') we are committed to maintaining the accuracy, confidentiality and security of your information. In accordance with the General Data Protection Regulation, the Data Protection Act 2018, and the Company's Confidentiality Code of Conduct Procedure, this Privacy Notice sets out the information that the Company collects about you, and how we use, store, secure and disclose this information.

This notice applies to current and former employees, workers and contractors. This notice is non-contractual and can be amended at any time.

The Company is a "data controller". This means that the Company is responsible for deciding how to hold and use personal information about you. The Company's Head Office is 2 Henry Lock Way, Littlehampton, West Sussex. BN17 7FB.

The Company will comply with the data protection principles set out in the law when handling your personal information. For further information on the data protection principles and the security measures put in place to protect your personal information, please see the Company's Confidentiality Code of Conduct available on FitDoc.

Data Collection, Use & Disclosure

1. What type of information does the Company hold?

- "Personal data": this means any information about an individual from which that person can be identified. It does not include data where the individual's identity has been removed (anonymous data).
- "Special category data": this means data about an individual of a more sensitive nature and requires a higher level of protection.

2. On what basis does the Company process your information?

The Company will only use your personal information when permitted by the law. Most commonly, the Company will use your personal information in the following circumstances:

- Where it needs to perform duties in line with an employment contract with you.
- Where it needs to comply with a legal obligation.
- Where it is necessary for the Company's legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. The legitimate interests of the Company are to manage your ongoing employment/engagement relationship and it believes that this is not incompatible with your rights and freedoms.

The Company may also process 'special categories' of sensitive information in the following circumstances:

- Where it is necessary to assess your working capacity on health grounds;
- Where it is necessary to comply with employment law;
- Where it is necessary to establish, exercise or defend legal claims
- Where it is necessary for reasons of public health; and
- In limited circumstances, with your explicit written consent.

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

Please see the appendix at the end of this privacy notice for further information.

4. How does the Company collect your personal information?

Much of the information the Company collects about you will have been provided by you (e.g. through the application and recruitment process).

In some cases, the Company may collect personal data about you from third parties, such as references supplied by former employers, employment agencies, information from training providers, information from occupational health providers and GP's, and where required by law (e.g. HMRC).

We may sometimes collect additional information from publicly available sources, such as social media sites both prior to and during your employment/engagement.

5. How is your information used by the Company?

As your employer, the Company needs to process information about you. We will process your information to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.

The Company will use your personal information in the following ways (this list is not exhaustive):

- Determining eligibility for initial employment, including the verification of references and qualifications;
- Determining the terms on which you work for the Company and making decisions about your continued employment/engagement;
- Preparing and issuing the Contract of Employment that we enter into with you;
- Administering pay and benefits, and if you are an employee, deducting tax and National Insurance contributions;
- Processing Employee Identification badges;
- Dealing with concerns you raise about your employment and/or treatment;
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work;
- Making arrangements for the termination of your employment/engagement;
- Establishing training and/or development requirements;
- Providing and setting up your access to training;
- Managing and appraising your performance, and making decision about promotions;
- Managing your conduct;
- Establishing a contact point in the event of an emergency (such as next of kin);
- Operating vehicle tracking devices to ensure vehicle driver safety;
- Operating employee clocking in procedures for attendance monitoring purposes;
- Administering Employee Awards;
- Reporting processes such as budgeting, preparing headcount
- Communicating with our staff and producing marketing collateral (including on our website).
- Undertaking business development activities;
- For assessment and analysis purposes to help improve the operation of, and manage the performance of, our business;
- To support statutory audit requirements;
- To ensure compliance with applicable legal requirements;
- To comply with our health and safety obligations;
- To monitor computer, telephone, and mobile use as detailed in our IT procedure;
- In order to ensure that the Company's premises and working practices are as safe as reasonably possible during and in response to the Covid-19 pandemic; and
- To conduct tests to ensure the Company's data protection processes are compliant.

The Company will use your 'special categories' of sensitive personal information in the following ways (this list

is not exhaustive):

- We will use information about your nationality to check that you have the right to work in the UK.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace, to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits. We will use the same information to ensure that our premises and working practices are as safe as reasonably possible during and in response to the Covid-19 pandemic.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. In particular, information as to your race or national or ethnic origin may be used to consider whether additional individual adjustments or precautions are necessary to ensure that it is safe for you to work during the Covid-19 pandemic.
- We will use information about your unspent driving convictions to determine your suitability / continued suitability for employment in your role and for insurance purposes (i.e. if you drive a company vehicle).
- We will use information about your unspent criminal convictions to determine your suitability / continued suitability for employment in your role.
- Where testing has taken place, we will use information about your use of illegal drugs to determine your continued suitability for employment and for health and safety purposes.

6. What happens if you fail to provide personal information?

Where the provision of your personal data is required for the Company to enter into a 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 employ/engage you, ensure your health and safety and/or administer your pay and benefits.

7. Will you be subject to automated decision making?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless the Company has a lawful basis for doing so and it has notified you.

8. Who will your personal information be disclosed to?

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

Your personal data will also be shared with other companies within the JDS Group as we share resources.

The Company may also have to share your data with third parties, including third party service providers, where required by law, where it is necessary to administer the employment relationship with you or where we have another legitimate interest in doing so. The following third parties are engaged by the Company and may be given access to your personal information:

Who may your information be shared with	What information will we share	For what purpose do we share this information
Nominated Private Healthcare provider	Name, gender, address, contact number, date of birth, job title, family members to be included in policy – if applicable, their	Employee enrolment to Private Healthcare scheme.

	relationship to you, date of birth, gender, pre-existing medical conditions.	
Nominated Company Pension Provider	Name, gender, national insurance number, date of birth, pensionable salary amount, marital status, address, planned retirement age.	Processing of pension contributions including Auto Enrollment and full scheme (separate consent obtained via third party as an individual contract between the third-party pension provider and employee)
Nominated Payroll System Provider	Name, gender, address, NI number, marital status, gender, date of birth, bank details, absence history, attachment of orders, passport number, child maintenance deduction of earnings orders, salary, maternity/paternity details, performance, disciplinary and grievance warnings, accident report details, work location.	Processing Payroll (employee self-service in operation to view and update details held).
Nominated Training Providers	Name, email address, Job Title.	Providing Employee Training
Nominated Insurance Providers	Name, gender, address, date of birth, marital status, information relating to medical condition.	Providing cover and processing claims for; income protection, life assurance, medical malpractice, employer's liability, company vehicles insurance.
Nominated Apprenticeship Scheme	Name, gender, date of birth, employment details, email address.	Providing Apprenticeship to employee.
Nominated Auditors	Employee details requested through auditing process.	To comply with audit requirements.
Employment Agencies	Name, employment details including dates, job title	To support employment reference requests.
Nominated DBS Provider	Name, gender, address, email address, date of birth, passport, birth certificate, and proof of address information.	Obtaining criminal record to satisfy employee suitability to work with vulnerable people (see recruitment procedure for further details).
Nominated Occupational Health Provider	Name, gender, address, date of birth, medical condition, dates and reasons for absence	Advise on employee medical condition (see company absence procedures).
Nominated legal provider	Name, gender, address, date of birth, details relating to case, absence details, any documentation relating to disciplinary, capability, grievance details,	To allow us to receive legal advice on any employee relations issues
Nominated Fleet Administrators	Name, gender, address, email address, work location, employee number, company vehicle details, date of birth, telephone number, Driving licence and driver incident details.	To allow us to effectively administrate the company's fleet of vehicles.
Nominated Lease Company	Name, gender, address, email address, work location, employee number, company vehicle details, date of birth, telephone number, Driving licence and driver incident details.	To allow us to effectively administer the leasing of the company's fleet of vehicles.

Fuel Card Company	Name, gender, address, email address, work location, employee number, company vehicle details, date of birth, telephone number, Driving licence and driver incident details.	To process and administer the setup of company vehicle fuel cards to be used for payment of fuel.
Nominated Drugs, Alcohol, or Health assessment testing	Name, gender, address, email address, work location, date of birth, incident details, job details, contact number.	To obtain drugs, alcohol, or health assessment testing / report in line with company procedure.
Accident Management Company	Name, gender, address, email address, work location, employee number, company vehicle details, date of birth, telephone number, Driving licence and driver incident details.	To provide an accident management service relating to company vehicle drivers.
Licence checking Company	Name, gender, address, email address, work location, employee number, company vehicle details, date of birth, telephone number, Driving licence and driver incident details.	To ensure legal qualification of company vehicle drivers.
Employee Engagement System	Name, email address, gender, date of birth, length of service, work location.	To allow us to gain employee engagement feedback.
HMRC	Name, gender, date of birth, address, NI number, details of employee pay, vehicle information submitted on P11Ds, and value of benefits.	Legal requirement to provide information to HMRC for employee tax purposes.
Nominated Cycle to Work Scheme	Name, gender, date of birth, address, NI number, details of employee pay, bicycle information submitted, and value of benefits.	To allow us to set up employees on our cycle to work scheme (consent obtained upon employees application to enroll).
Nominated Childcare Scheme	Employee name, contact, and payment details.	Employee submits application direct online and the payments are processed via payroll monthly.
Nominated Vehicle Tracking Provider	Full name and vehicle registration.	In accordance with the Company Vehicle Procedure, the company operates a vehicle tracking system for the purposes of ensuring driver safety and operational efficiencies. The data captured can be stored for potential later use or viewed in real time.
Applicable Tracking of Hours Device	Full name and employee number.	Operated in some company sites to monitor employee attendance. Full details on procedure shared with applicable employees.
Company Card Provider	Full name, address, employee number, date of birth.	To administer local operating expenses.

Nominated Applicant Tracking System Provider	Full name, employment details, email address	To allow us to record and monitor recruitment.
Nominated Reward and Recognition Platform Provider	Full name, date of birth, email address, employee number, job level	To allow us to automatically enroll employees on our nominated reward and recognition platform.
Nominated Mailing House or Distribution Provider	Full name and address	To action required mail outs and distribution.
Telecom Communication Provider	Contact Number	To allow us to contact you via text message through the Provider text system.
Third Party Electronic Document Processor	Name, email address	To allow us to process personnel documents electronically
NHS	Name, gender, phone number, email address, work location.	To allow us to comply with requirements for organisations working with primary care service providers, or (where required) for the purposes of UK Government/NHS "track and trace" measures in response to the Covid-19 pandemic.

The Company requires third parties to respect the security of your data, to take appropriate security measures and to treat it in accordance with the law. The Company only permits third parties to process your personal data for specified purposes and in accordance with its instructions.

The Company may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business.

9. Will your personal data be transferred to third parties outside of the European Economic Area ('EEA')?

Your personal information may be transferred to third parties outside of the EEA, including other companies in the JDS Group who are based in the United States of America, in order that we can perform our contract with you. No personal information will be transferred to a third party located outside of the EEA, unless we are certain that an adequate level of protection exists in relation to the processing of that information (e.g. model clauses).

Data Security, Retention, and Disposal

10. How is your personal information protected?

The security of your personal data is very important to us. We ensure that we have in place appropriate technical and organisational safeguards to prevent unauthorised access and processing of personal data, and against accidental loss.

Electronic data is either held password protected, via third party systems or via access controlled areas of our network. Any third-party system providers are required to demonstrate their system security prior to any contracts being entered. Any hard copies of employee information are kept in locked cupboards in the HR department.

11. Updating your personal information

It is important that the information contained in our records is both accurate and current. If your personal

information happens to change during the course of your employment, you have a responsibility to inform us of these changes and are able to do this direct through our self-service portal.

12.How Will We Retain / Dispose of Your Personal Information?

In line with the General Data Protection Regulation we will ensure that your personal information is not kept for longer than is necessary for the purposes for which it was obtained. As such, in accordance with appropriate legislation, professional guidelines, and statutory retention periods we will review the length of time to keep your data and consider the purposes for which we retain it. Subject to legal requirements and obligations we will typically endeavor to apply the following retention periods for your personal information:

Record Type	Duration of Retention
Application forms, CV’s & Interview notes (for unsuccessful candidates)	No longer than 6 months after communicating the outcome of the recruitment process to the applicant.
Personnel Files (including sickness, medical and health records, any reportable accident in connection with work and documents in relation to transport data e.g insurance documents)	For the duration of employment then 6 years after employment ceases
Driving convictions	Deleted following recruitment process unless assessed as relevant to ongoing employment relationship. Once the conviction is spent, it will be deleted unless it is an excluded profession.
Information collected in response to the Covid-19 pandemic (for example, information about an individual’s clinical vulnerability, symptoms/infection or adjusted working requirements).	As long as the Company remains required to do so under applicable law or government / other regulatory guidance. As at the latest update of this Notice, we do not have enough information to provide a more definitive period. We will update this Notice, and you, when possible and appropriate.

Disposal of your personal information will take place securely and effectively. Physical paper records will be shredded and electronic copies will be deleted.

Access & Consent

13.What are your rights relating to your personal information?

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. Under certain circumstances, you have the right to:

- Request from us access to your personal information.
- Request correction of the personal information that the Company holds about you.
- Request the erasure of your personal information.
- Request the restriction of and objection to processing of your personal information.
- Request the transfer of your personal information 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. If you want to exercise any of the above rights, please contact your HR Representative in writing.

Please see the Confidentiality Code of Conduct Procedure for further information on your rights and specific information that the Company may require from you.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact **your HR Representative** in writing.

14. 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 your HR Representative, Data Protection Officer or the Compliance Coordinator.

You retain the right to lodge a complaint about the Company's management of your personal data with the Information Commissioner's Office.

15. Covid-19 pandemic

The Company may need to collect and use your personal information more than anticipated, and for reasons other than anticipated, prior to the onset of the Covid-19 pandemic. In overview, this is so that the Company can:

- ensure that our premises are "Covid-secure";
- ensure that it is as safe as reasonably possible for you to work for/on behalf of the Company;
- comply with workplace health and safety obligations;
- comply with applicable UK Government / other regulatory guidance on workplaces and working practices during / in response to the Covid-19 pandemic;
- to act as a responsible and safe organisation from a public health perspective; and
- ensure that we can continue to operate as a business as effectively as possible in light of general Covid-19 restrictions.

16. Further information

If you require further information, there are several sources of help:

- The HR Department
- Your manager/supervisor
- The Data Protection Officer
- The Compliance Coordinator

Appendix - What personal information does the Company process?

Type of personal information	Legal basis for processing
Name, title, address, marital status, dependents, personal contact details, personal email address, national insurance number, emergency contact details, date of birth, gender, start date and bank details	Performance of the contract To comply with a legal obligation
Current and previous salary, other earnings (e.g. overtime), statutory taxes, annual leave, pension and benefits information	Performance of the contract To comply with a legal obligation
Location of employment or workplace	Performance of the contract
Recruitment information (including copies of right to work documentation, qualifications, references and other information included in a CV or cover letter or as part of the application process, interview notes, offer of employment)	Performance of the contract To comply with a legal obligation
Performance information including disciplinary and grievance information	Performance of the contract
Employment records (including job titles, work history, working hours, training records)	Performance of the contract To comply with a legal obligation
Record of absences from work (e.g. annual/family leave)	Performance of the contract To comply with a legal obligation
Training and development qualifications, requests and requirements	Performance of the contract
Company credit card statements	To comply with a legal obligation
DVLA checks	Legitimate business interests
Drug and alcohol test results	To comply with a legal obligation Legitimate business interests To comply with employment law Explicit consent
Photograph images for ID cards, internal administration and publications, and the Company's website	Legitimate business interests
Company CCTV	Performance of the contract Legitimate business interests
Information about your use of the Company's information and communication systems	Legitimate business interests
Information obtained through electronic means such as swipe card records and Company owned mobile telephone records	Legitimate business interests

Information about your health, including any medical condition (physical or mental), health and sickness records, lifestyle choices, occupational health assessments and related work requirements;	<p>Performance of the contract</p> <p>To assess your working capacity on health grounds</p> <p>To comply with employment law</p>
Information on unspent driving convictions	<p>Consent</p> <p>To comply with a legal obligation</p> <p>Explicit consent</p>
Information on unspent criminal convictions	<p>Consent</p> <p>To comply with a legal obligation</p> <p>Explicit consent</p>
Ethnic group, nationality, religion and sexual orientation	<p>To comply with a legal obligation</p> <p>To comply with employment law</p>
Information collected in the context of the Covid-19 pandemic	<p>Performance of the contract</p> <p>To comply with a legal obligation</p> <p>Legitimate business interests</p> <p>To comply with employment law</p> <p>On public health grounds</p> <p>To assess your working capacity on health grounds</p>