

## **PRIVACY NOTICE**

**(Glassbond (NW) Ltd, includes subsidiary Moulding Compounds Limited)**

### **Why Do We Use Your Information?**

As your employer, Glassbond (NW) Ltd needs to keep and process information about you for normal employment purposes. The information enables us to run the business and manage our relationship with you effectively, lawfully and appropriately during the recruitment process, while you are working for us, when your employment ends and after you have left. We need this information to:

- Provide you with and comply with the employment contract.
- Comply with legal requirements.
- Pursue the organisation's legitimate interests.

If in the future we intend to use your personal data for a different purpose from the purpose for which we collected it, we will provide you with information on that purpose.

### **Legitimate Interests**

We sometimes need to store and process your data to pursue our legitimate business interests. These legitimate interests include being able to:

- Run the business effectively.
- Maintain up-to-date and accurate personnel records.
- Make management decisions such as decisions about promotions and training needs.
- Ensure acceptable conduct and performance.
- Prevent fraud.
- Defend the organisation against any legal claims.

We will never process your data where these interests are overridden by your own interests.

### **What Information Do We Hold About You?**

You will have provided much of the information we hold on you but some may come from other internal sources, such as your manager, or external sources, such as referees.

The information we hold includes:

- Your application form, CV and references.
- Your date of birth and gender.
- Your contract of employment and any amendments to it.
- Your contact details such as name, title, addresses and telephone numbers.
- Marital status and details of any dependants.
- Contact and emergency details.
- Information related to your nationality and entitlement to work in the UK.
- Correspondence with you or about you, such as letters regarding pay increases, child support agency, mortgage lenders.
- Records required for payroll, benefits and expenses purposes, such as your bank account details and national insurance number.

- Details of your working hours and attendance at work.
- Records of holiday, sickness, family leave and other leave.
- Equal opportunities monitoring information.
- Information about your career history, such as start and end dates with a company and other employers, training records, appraisals, other performance measures and any disciplinary or grievance procedures or warnings.
- Information about any criminal record.
- Information about your health, such as reasons for absence, GP reports or notes and details of any disability.
- Information regarding other employee benefits such as pension or private healthcare.

You will also be referred to in many company documents and records that you and your colleagues produce in the course of carrying out your work.

### **What Special Categories of Data Do We Process?**

We need to process some special categories of data to fulfil our legal duties. For example, we hold information about your health where this is necessary to comply with our employment law, health and safety and occupational health obligations. This information enables us to consider how your health affects your ability to do your job, whether any adjustments to your job might be appropriate and to administer statutory and company sick pay.

We process other special categories of personal data relating to your ethnic origin, sexual orientation or religion or belief to facilitate our equal opportunities monitoring. This data is anonymous and we will always obtain your explicit consent to collect it. You can withdraw this consent at any time. You are free to decide whether to provide such data and there are no consequences if you fail to do so.

### **Who Do We Share Your Information With?**

We will share your personal data with third parties when required by law.

We may share your information internally, for example with Accounts/HR, IT, your Line Manager or Senior Managers/Directors, if access to the data is necessary for them to perform their roles. We may also share information about you with other group companies for purposes connected with your employment or with managing the company's business.

We may also share your data with third parties such as:

- Previous employers for the purpose of obtaining pre-employment references.
- External providers who need the information to administer additional benefits, including pension, health insurance and occupational health service providers.
- Service providers who carry out pre-employment background checks.
- The Disclosure and Barring Service in order to carry out required criminal records checks.
- Providers of work related training courses.

We may share your data with third parties if we sell some or all of our business, in which case we will put confidentiality arrangements in place.

***We will not transfer your data to countries outside the European Economic Area.***

### **What are Your Rights?**

Under the General Data Protection Regulation and the Data Protection Act 2018, you have a number of rights. You can:

- Ask us for a copy of your personal data.
- Ask us to amend incorrect or out-of-date data.
- Ask us to erase data, for example if it is no longer necessary for us to hold the information for its original purpose.
- Ask us to restrict the processing of data that we cannot delete (for example, because we need to retain it to comply with our legal obligations) so we cannot process it for other purposes.
- Object to processing where we are relying on our legitimate interests as the legal basis for that processing.
- Complain to the Information Commissioners' Office if you believe that we have not complied with your data protection rights.

### **How Long Do We Keep Your Data?**

We will store your personal data for the duration of your employment. After your employment ends, we will retain it for the statutory legal retention periods as defined in law. Further information regarding retention periods can be obtained from the Glassbond (NW) Ltd Data Controller.

### **What if You Do Not Provide Us With Your Data?**

If you do not provide us with your data, we will be unable to comply with some of our obligations or carry out our role as your employer efficiently. We need some information, such as your contact and payment details and proof of your right to work in the UK so we can enter an employment contract with you. You need to provide other types of data so that you can exercise your statutory rights, such as the right to various types of leave. You may also be in breach of your employment contract or the implied duty of good faith if you do not provide certain kinds of data, such as notification of absences.

### **Automated Decision Making**

We do not base employment decisions on automated decision making.

### **Contact Information**

If you have any questions about this Privacy Policy, please contact us as follows:

1. You may email: [gdpr@glassbond.co.uk](mailto:gdpr@glassbond.co.uk)
2. You may call: +44 (0) 1744 730334
3. You can write to us at the following address:

Attn: The Data Controller  
Glassbond (NW) Ltd  
Westside Industrial Estate  
Jackson Street  
St Helens  
Merseyside  
WA9 3AT