

S-RM

**FAIR DATA
PROCESSING NOTICE**

PURPOSE

S-RM is committed to protecting privacy and security of personal data of all of its employees, workers and contractors.

This privacy notice describes how we collect and use the personal information we collect about you before, during and after your working relationship with us, in accordance with the Data Protection Legislation.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services.

S-RM reserves the right to update this notice at any time.

BACKGROUND

S-RM is a 'data controller', meaning that it is responsible for deciding how we hold and use personal information about you.

S-RM is registered with the Information Commissioner's Office ("ICO"). The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. Our nominated data protection officer for the purposes of the legislation is Jess McMonagle – Head of Compliance.

This notice sets out the basis on which any personal data we may collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This Privacy Notice complements the company's Data Protection Policy and both documents should be read together. A copy of the S-RM Data Protection Policy is available here: Y:\Operations\Compliance\01_Policies_ & Procedures\01_Policies\Data Protection Policy or from the legal and compliance team.

THE INFORMATION WE HOLD ABOUT YOU

Personal data means any information about an individual from which that person can be identified. The legislation also creates 'special categories' of more sensitive personal data which require a higher level of protection.

S-RM will collect, store and use the following categories of personal information about you:

- ▶ Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- ▶ Date of birth;
- ▶ Gender;
- ▶ Marital status and dependents;
- ▶ Next of kin and emergency contact information;
- ▶ National Insurance number;
- ▶ Bank account details, payroll records and tax status information;
- ▶ Salary, annual leave, pension and benefits information;
- ▶ Start date;
- ▶ Location of employment or workplace;
- ▶ Recruitment information (including copies of right to work documentation, references and other information included in your CV or cover letter or as part of the application process);
- ▶ Employment records;
- ▶ Compensation history;

- ▶ Performance information;
- ▶ Disciplinary and grievance information;
- ▶ Information about your use of our IT systems;
- ▶ Photographs.

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- ▶ Information about your race or ethnicity, religious beliefs, sexual orientation and political opinion;
- ▶ Trade union membership;
- ▶ Information about your health, including any medical condition, health and sickness records;
- ▶ Genetic information and biometric data;
- ▶ Information about criminal convictions and offences, where applicable.

HOW WE COLLECT THE INFORMATION

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from employment agencies or background check providers. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

HOW WE WILL USE THE INFORMATION WE HOLD ABOUT YOU

All categories of information listed in section 3 above are required by us to allow us to perform our contract with you and to enable us to comply with our legal obligations. In some cases, we may use your personal information to pursue a legitimate interest of our own or of those third parties with whom we work, provided your fundamental rights do not override those interests.

We will process your personal data for the following purposes:

- ▶ Making a decision on your recruitment or appointment;
- ▶ Determining your employment terms;
- ▶ Confirming your legal entitlement to work in the UK;
- ▶ Processing your salary payments and deducting tax and National Insurance contributions, where applicable;
- ▶ Liaison with your pension provider;
- ▶ Providing to you the benefits for which you might have subscribed;
- ▶ Administering the contract we have entered into with you;
- ▶ Business management and planning, including accounting and auditing;
- ▶ Conducting performance reviews, including decisions about salary reviews and compensation;
- ▶ Assessing your qualifications for a particular job, including decisions about promotion;
- ▶ Gathering evidence for possible grievance or disciplinary hearings;
- ▶ Making decisions about your continuous employment or engagement;
- ▶ Making arrangements for the termination of our working relationship;
- ▶ Education, training and development requirements;
- ▶ Dealing with legal disputes involving you, or other employees, workers and contactors, including accidents at work;
- ▶ Ascertaining your fitness to work;
- ▶ Managing sickness absence;
- ▶ Complying with health and safety obligations;

- ▶ To prevent fraud;
- ▶ To monitor your use of our information and communication systems to ensure compliance with our IT policies;
- ▶ To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution;
- ▶ To conduct data analytics studies to review and better understand employee retention and attrition rates;
- ▶ Equal opportunities monitoring.

The above list is non-exhaustive and we might be required to process your personal information for the purposes not listed above. In such cases, S-RM will ensure that such processing of your personal information is compliant with any requirements of the Data Protection Legislation and that it flows directly from the purpose for which it was initially collected as described above. Should we require to process your personal information for any purpose which is incompatible with the original purpose, S-RM will inform you of the changes and explain the legal basis which allows us to process your personal data lawfully.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher level of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- ▶ In limited circumstances, with your explicit written consent
- ▶ Where we need to carry out our legal obligations, in line with our Data Protection Policy
- ▶ Where it is required in public interest e.g. for the purpose of equal opportunities monitoring, and in line with our Data Protection Policy
- ▶ Where it is needed to assess your working capacity on health grounds, subject to appropriate safeguards.

Less commonly, we can process the sensitive data about you where it is needed in relation to a legal claim or where needed to protect your, or someone else's, interests and you are not capable of giving consent.

We will use the sensitive information about you in the following ways:

- ▶ We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- ▶ We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- ▶ 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.

DATA SHARING

S-RM will share your personal data with 3rd parties when we are required to do so by law, where it is necessary for performance of our contractual obligations to you or where we have another legitimate interest in doing so.

We will share your personal data with the following third parties:

- ▶ S-RM subsidiaries;
- ▶ Third party service providers for the following purposes:
 - Payroll,
 - Pension administration,
 - Benefits provision and administration

All our 3rd party services providers and other entities in the group are required to observe the legal principles of the Data Protection Legislation and process the data relating to you only for specific purposes and on our written and explicit instructions. We ensure that all of our 3rd party services providers have in place adequate security measures to ensure that your data is protected at all times. We do not allow 3rd party services providers to use your data for their own purposes.

All relationships between S-RM and third parties are governed by contractual documents specifying the 3rd party obligations in relation to your personal data and providing relevant guarantees to ensure that their processing activities are in line with the Data Protection Legislation.

INTERNATIONAL TRANSFERS

We will share your personal information with S-RM subsidiaries as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data. All of these activities will require transfer of your personal data outside the EEA. Each of the S-RM subsidiaries is registered with their national data protection authorities where required and S-RM has entered into Standard Model Clauses as approved by the EU Commission to ensure an adequate level of protection of your data across the S-RM Group.

In addition, we use third party services providers based outside the EEA and we might be required to transfer your personal data to such providers from time to time. Such 3rd parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other 3rd parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a strict duty of confidentiality.

In order to ensure that your personal information does receive an adequate level of protection, S-RM uses only third party providers who can guarantee that your data will receive a level of protection consistent with the EU and UK data protection laws. Such measures include the reliance on the adequacy decisions by the EU commission and use of Standard Model Clauses. If you require further information about these compliance mechanisms, please contact the Legal and Compliance team.

DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy, which is available from the Legal and Compliance team.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Data Protection Legislation awards the data subject a number of rights. By law you have a right to:

- ▶ Request access to your personal information,
- ▶ Request correction of incomplete or inaccurate data that we hold about you.

- ▶ Request erasure of your personal data when there is no further reason for us to store that information.
- ▶ Object to processing of your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- ▶ Request a restriction of processing of your personal information when you want to establish its accuracy or the reason for processing.
- ▶ Request a transfer of your personal data to another party.

If you want to exercise any of the above specified rights, please contact legal and compliance team. You are usually not be required to pay a fee for access to your information (or exercising any of the other rights). However, in cases where your request is clearly unfounded or excessive, we may charge a reasonable fee or refuse to comply with your request. If you consider that our refusal to comply with your request is unreasonable. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

CONSENT

S-RM does not need your consent for processing of your personal data, including special categories of your personal information, if we use that data in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In case of processing of your personal data that is not of sensitive nature, we may also rely on the company's legitimate interest in relation to the processing activities, provided that your rights and freedoms are observed at all times.

In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us. Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Human Resources on HR@s-rminform.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. If you withdraw your consent and the company cannot rely on an alternative legitimate basis, we might have to cease the provision of services to you that might have been dependent on your agreement to the processing of your personal data.

CHANGES TO THIS PRIVACY NOTICE

S-RM reserves the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Human Resources.

I, _____ (employee/worker/contractor name), acknowledge that on _____ (date), I received a copy of S-RM's Privacy Notice for employees, workers and contractors and that I have read and understood it.

Signature

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Name

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