

PRIVACY NOTICE

1. Scope

All data subjects whose data is processed by CEPAC.

2. Responsibilities

The GDPR Representative is responsible for ensuring that this notice is placed in front of potential data subjects prior to CEPAC collecting/processing their personal data.

All Employees of CEPAC who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Fair Processing Notice

What is Personal Data?

Under the EU's General Data Protection Regulation:

Personal Data is defined as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Special Categories of Personal Data

Certain data are classified under the Regulation as "special categories":

- Racial
- Ethnic origin
- Political Opinions
- Religious Beliefs
- Trade-union membership
- Genetic Data
- Biometric Data
- Health Data
- Data concerning a natural person's sex life
- Sexual orientation
- Other

Consent is required for CEPAC to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Why does CEPAC need to collect and store personal data?

In order for us to provide manufacturing services, promote our goods and service, maintain our accounts and records and to support and manage our staff we need to collect personal data for correspondence purposes, employment records, payment of our employees and to provide a

manufacturing service to our customers. In any event, we are committed to ensuring that the information we collect, and use is appropriate for this purpose, and does not constitute an invasion of your privacy. We may pass your personal data on to our service providers who are contracted to CEPAC in the course of dealing with you. Our contractors are obliged to keep your details securely and use them only to fulfil the service they provide you on our behalf. Once your service need has been satisfied or the case has been closed, they will dispose of the details in line with CEPAC's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do so.

How CEPAC uses your information

CEPAC will process – that means collect, store and use – the information you provide in a manner that is compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information has to be kept, but in most cases CEPAC will use its discretion to ensure that we do not keep records outside of our normal business requirements.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Using your personal data

Annex 1 sets out how we use your personal information.

Document Owner and Approval

The GDPR Owner is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to members of staff on the company self-service system.

This procedure was approved by the Group Managing Director on 18th December and is issued on a version-controlled basis under his/her signature.

Signature: 

Date: 18/12/18

Document Control:	
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Approving Manager:	Group Managing Director
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New Review Date:	December 2019
Policy Owner:	GDPR Representative

ANNEX 1

CATEGORY	PURPOSE OF PROCESSING	LAWFUL BASIS FOR PROCESSING	RETENTION PERIOD	CATEGORIES OF RECIPIENTS TO WHOM DISCLOSED.
Application forms and interview notes (for unsuccessful candidates)	To prove a fair recruitment process and provide a pool of candidates for future vacancies.	Legal obligation, recommended practice, 1 year limitation on Defamation.	1 Year	Management if put forward for future vacancy
Applications (successful)	Assess and verify suitability for the role.	Legitimate intention to maintain relevant and appropriate records of recruitment for business administration and administration of employment;	6 months following end of probation period – may retain useful data e.g. skills	Government bodies (HMRC/DWP), Pension and life assurance companies, other benefit providers, payroll bureau;
Authorised Absence records (annual Leave, time off for dependents, jury service etc.)	Managing Statutory and non-Statutory holidays and leave;	Working Time Regulations.	2 years from when entry was made.	Management
Biographical details, including name, title, contact details, date of birth, gender, NI number, Post History, Employment start and finish dates	Administration of the contract; as appropriate, gender for pay gap reporting/equal opportunities monitoring; date of birth for life assurance, pension and equal opportunities. NI number.	Legal obligation, performance of the contract	Indefinitely (person to be pseudonymised), proof of employment in the event of claims relating to H & S i.e. loss of hearing.	Government bodies (HMRC/DWP), Pension and life assurance companies, other benefit providers, payroll bureau;
Capability and disciplinary documents (substantiated)	Investigating and dealing with disciplinary and conduct matters related to or otherwise involving employees; legitimate interest to deal effectively with disciplinary and conduct, whether employees are the subject of them or otherwise connected to the issues raised;	TUPE 2006 - case law permitting expired warnings to be referred to (but not built upon). Unreasonable to refer back after 2 years.	2 years following issue of the warning.	Legal Advisors
CCTV – relevant footage relating to an investigation or formal process	Primarily for security purposes, although we may also use CCTV footage when investigating allegations of misconduct by Employees;	Evidence for Unfair dismissal and discrimination claims etc.	Extend normal retention period of CCTV for 6 months following a formal outcome or any appeal outcome	Professional, legal bodies and management.
Collective Agreements	Legal Obligation	Legitimate interest to protect against breach of contract and negligence.	7 years after ending	Professional and Legal bodies, unions, management.
Contracts, offer letters and variations (including any flexible working outcome)	Administration of the contract, making changes to the terms of employment to fit business requirements, managing business relationships with Employees on an ongoing basis, including during notice, promotions, role changes and other career progression; termination of the working relationship, however instigated; managing past employment issues;	Legal obligation; performance of the contract; legitimate interest to manage, alter and, where relevant, to terminate the contractual relationship or respond to resignations and deal with past employment issues; Limitation for breach of contract.	7 years following end of employment	Government bodies (DWP/HMRC/Home Office), previous/new/ employees;
Driving licence (if required)	Legal obligation; performance of the contract: legitimate interest to ensure there are appropriate qualifications and training for current or potential roles.	Legal obligation, performance of the contract, 3 years limitation for negligence for a known act/incident.	Duration drives on business plus 3 years (consider any insurance obligations)	Legal Advisors if required.

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Driving Offences	Legal obligation; performance of the contract; legitimate interest to ensure the driver is safe while performing their contract of employment.	Legal obligation; performance of contract	Remove once the conviction is 'spent' unless subject to exemptions	Management/On Line Risk Assessment company
Drug and alcohol testing records	Ensure employees perform in accordance with their contract and to the H & S standards required.	Legal obligation, performance of the contract; legitimated interest to manage performance and safety while at work. Tribunal limitation .	7 years from a positive result, 6 months from a negative result.	Management/Legal bodies
Emergency Contract Details, Bank Details (current), Personal email address	Emergency contact details so that we can look after employee welfare in an emergency; Bank details so that we can pay the employee any months earned within the employment period; and Personal email address for communication between the employee, Cepac and benefit providers.	Performance of the contract; legitimate intention to maintain relevant and appropriate records for business administration and administration of employment.	6 Months from date of leaving	Finance/Pension companies/Management
Flexible working request documents	Administration of the contract, complying with legal requirements, dealing with requests to alter hours.	Legal limits on further requests and tribunal limitations.	18 months following outcome (including any appeal outcome)	Management
Grievance documents	Grievance matters related to or otherwise involving employees; legitimate interest to deal effectively with grievance matters, whether employees are the subject of them or otherwise connected to the issues raised;	legal limitations, performance of the contract; public interest in detecting or preventing unlawful acts;	6 months following end of employment	Government bodies (DWP/HMRC/Home Office), as appropriate; Management.
Investigations – no case to answer	Evidence of investigation in case of discrimination claims	Legal Limitations	6 months following conclusion	Management where appropriate.
Maternity medical records	Managing Statutory Leave and Payments	Legal obligation	3 years after the end of the tax year in which the maternity period ends.	Management; payroll
Medical capability documents and records incl. OH reports	Evidence of employees medical capability to carryout work duties	Legal obligation/limitations and Evidence of lawful termination.	6 months following end of employment	Legal bodies, doctors, Government bodies where required.
Monitoring (e.g. vehicle trackers)	Evidence of rest periods under working time directive and for tracking of accidents and fines.	Recommended practice	6 months rolling unless there is an overriding reason or on-going relevance of the record.	HR and Health and Safety
Professional Insurance (including insurance for driving on business), and professional registrations	Proof of accident records/ claims for 'no claims' letters.	Limitation for negligence.	7 years following end of employment	Insurance

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Qualifications	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles;	Legal obligation, performance of the contract; reference checks;	7 years following end of employment	
Redundancy - Documentation	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles;	Legal obligation, performance of the contract; reference checks;	7 years following end of redundancy	Legal advisors, Government bodies where required.
Redundancy details, calculations of payments, refunds, notification to the Secretary of State and documentation	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles;	Legal obligation, performance of the contract; reference checks;	7 years from the date of redundancy.	Legal bodies, Government bodies where required.
References and correspondence that may produce legal effects (mortgage, loan etc)	Legitimate interest to ensure that documentation issued is correct and protects the company from claims	Legal limitation for negligence.	3 years following issue	Company making request on authorisation by the employee.
References issued for employment	Evidence of reference issued and contents.	Legal limitation for defamation.	1 year	Company requesting reference.
References received for employment	Reference Work experience during probationary period	Assess and verify suitability for role, legal claims limitation.	6 months following end of probationary period	HR and Management.
Right to work checks	Administration of the contract and to check that employees have the legal right to work in the UK;	Legal obligation, performance of the contract; legitimate intention to maintain relevant and appropriate records of recruitment for business administration and administration of employment.	7 years after end of employment	Government bodies where required.
Sickness and injury records (work related)(other than those listed under 'Health and Safety')	Administration of the contract. Provide evidence for injury claims.	Legal obligation; Claims against negligence.	15 Years	Government bodies, legal advisors, insurance company
Sickness records and unauthorised absence records	Administration of contract	Claims limitation.	6 months following end of employment (Pseudonymise where feasible)	Government bodies, legal advisors.
Subject access request letters	Legal Obligation	Legal Obligation	1 year following completion of a request.	Legal Advisors

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Whistle-blowing – documents linked to an entirely unsubstantiated claim	Investigation of allegations	Legal obligation, performance of the contract.	Remove immediately any personal data.	HR, Directors and legal advisors.
Whistle-blowing – reports and documents linked to an investigation which is partially or wholly substantiated	Investigation of allegations and remedial action taken.	Legal obligation, performance of the contract.	6 months following the outcome of the report or any remedial action taken because of the report.	Legal advisors, Management
Accident books, records and reports Inc RIDDOR	Legal obligation to record site accidents, incidents, near miss and corrective actions.	Legal obligation	15 years	Legal Advisors, Insurance company HSE employee HR
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Regulations Identify situations where Trade Unions can appoint Safety Representatives, specify their functions and set out the obligations of employers towards them. Assit setting up roles within a safety committee.	Legal obligation	Indefinitely	Legal Advisors, Insurance company, Trade Union Reps Employee
First Aid Training	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles.	Legal obligation	7 years after employment	Legal Advisors, Insurance company Management HR HSE employee
Fire Marshall Training	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles.	Legal obligation	7 years after employment	Legal Advisors, Insurance company, Trade Union Reps Employee HR HSE
H & S representative training	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles.	Legal obligation	7 years after employment	Legal Advisors, Insurance company, Trade Union Reps Employee HR HSE
H & S training – employees	Legal obligation; performance of the contract; legitimate interest to ensure there are appropriate qualifications and training for current or potential roles.	Legal obligation	7 years after employment	Legal Advisors, Insurance company, Trade Union Reps Employee HR HSE
Health records made in connection with health surveillance (according to HSE)	Legal obligation where employees are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air	Legal obligation	40 Years	Legal Advisors, Insurance company employee HR HSE Occ Health

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Medical records under the Control of Asbestos at Work Regulations: medical records containing details of employees exposed to asbestos	Dependent on level of exposure. High would require Statutory Medical surveillance undertaken by HSE appointed Doctors. Suspected potential for adverse health effects from unproven residual exposure is not usually a legal requirement but would be appropriate as good practice.	Legal obligation	Medical records – 40 years from the date of the last entry, Medical examination certificates – 4 years from the date of issue.	Legal Advisors, Insurance company employee HR HSE Occ Health
Medical records and details of biological tests under the Control of Lead at Work Regulations	Dependent on level of exposure. High would require Statutory Medical surveillance undertaken by HSE appointed Doctors. Suspected potential for adverse health effects from unproven residual exposure is not usually a legal requirement but would be appropriate as good practice	Legal obligation	40 years from the date of last entry.	Legal Advisors, Insurance company employee HR Occ Health
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	COSHH requires you to carry out health surveillance where an employee is exposed to one of the substances listed in Schedule 6 to COSHH and is working in one of the related processes	Legal obligation	40 years from the date of the last entry if person is identifiable and the record represents exposure, otherwise at least 5 years	Legal Advisors, Insurance company employee HR
Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	Legal obligation. Regulation 8 9 of COSHH 2002 requires use, maintenance and test of control measures.	Legal obligation	5 years from the date on which the tests were carried out.	Legal Advisors, Insurance company, Trade Union Reps employee hse
Risk Assessments	Legal duty to assess the risks to the health and safety of employees and persons not in your employment to which they are exposed	Legal obligation	Indefinite	Legal Advisors, Insurance company, Trade Union Reps employee HSE
Statutory and Regulatory training	Legal obligation; performance of the contract; legitimate interest to ensure when giving tasks, capabilities regarding health and safety must be taken into account there are for current or potential roles.	Legal obligation	7 years after employment	Legal Advisors, Insurance company, Trade Union Reps Employee HR HSE
Accounting records	Financial management of company expenditure, calculate monies owed by and to the company. Calculation of monies owed to HMRC.	Legal obligation	3 years	Company Accountants, Government bodies.
Expense Accounts	Processing of payment of expenses for employee claims	Performance of contract, legal obligation.	7 years following end of employment	Company Accountants, Government bodies.
Income tax and NI returns, income tax records and correspondence with HMRC	Record of payments owed and paid to HMRC	Legal obligation	Not less than 3 years after the end of the financial year to which they relate.	Company Accountants, Government bodies.

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Inland revenue/HMRC approvals	Evidence in the event of audit	Legitimate reason in case of audit by HMRC	Permanently	Company Accountants
National Minimum wage records	Ensure company complies with the legal national minimum wage rates.	Legal obligation	3 years after the end of the pay reference period following the one that the records cover.	HMRC, Company accountants
Statutory Maternity Pay records, certificates (Mat B1s) and leave	Ensure company has recorded and paid employees in line with legal obligations	Legal obligation, performance of the contract	3 years after the end of the tax year in which the maternity period ends	HMRC
Statutory Adoption Pay records, calculations, matching certificates and leave	Ensure company has recorded and paid employees in line with legal obligations	Legal obligation, performance of the contract	3 years after the end of the tax year in which the maternity period ends.	HMRC, Company accountants
Statutory Paternity Pay records, calculations and leave	Ensure company has recorded and paid employees in line with legal obligations	Legal obligation, performance of the contract	3 years after the end of the tax year in which the maternity period ends.	HMRC, Company accountants
Statutory Shared Parental Pay records, calculations, certificates (Mat B1s), notices and leave	Ensure company has recorded and paid employees in line with legal obligations	Legal obligation, performance of the contract	3 Years after the end of the tax year in which the maternity period ends.	HMRC, Company accountants
Wages/salary records (also overtime, bonuses, expenses)	Processing pay to employees under T & C of contract	Legal obligation, performance of the contract	7 Years	HMRC, Company accountants
Timesheets, overtime records and other documents relating to working time	Monitor and plan working time by the employee to ensure manpower for the services and goods provided by the company.	Working Time Directive.	2 years from date on which they were made.	Accounts, payroll, management.