

## Privacy Notice

Land Sheriffs takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. The purpose for processing your personal data will be determined by one of the following reasons:

- Performance of a contract
- Compliance with a legal obligation
- Employers' Legitimate Interest

This Privacy Notice describes how Land Sheriffs collects and uses personal information relating to Land Sheriffs employees.

This notice tells you what personal information Land Sheriffs collects about our employees, why we need it, how we use it and what protections are in place to keep it secure.

It is Land Sheriffs policy to:

- Process your personal information fairly and in accordance with the GDPR law;
- Tell you (either directly or in our policies) about how we will use your personal information;
- Only collect personal information from you when we need it for legitimate purposes, or legal reasons;
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it;
- Not keep your personal information for longer than we need to;
- Keep your personal information secure, and limit the people who can access it;
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up to date and
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

### What personal information does Land Sheriffs collect from and about you?

A full employee data file is available for you to view on BreatheHR.

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include;

Type of Information	Description of information	Where is this data kept?	Who has access?
Information about you:	Name, address, date of birth, marital status, nationality, ethnicity, gender, religion. Details of any disabilities, work restrictions and/or required accommodations.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u>

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Policy Owner:	Richard Dunford	Deputy Policy Owner:		Leia King

			Vetting & Screening
	Name, address, date of birth, marital status, gender	Payroll Manager	HR Manager <u>External Parties</u> Company Accountant
<b>Information to contact you at home:</b>	Name, address, mobile, landline and email addresses.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers
<b>Information about who to contact in case of emergency:</b>	Name, address, telephone, email addresses and their relationship to you.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers
<b>Information to identify you:</b>	Passport photo/details and driving licence details National Insurance Number, Employee Number	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> Vetting & Screening Company Accountant

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	National Insurance Number, Employee Number	Payroll Manager	HR Manager <u>External Parties</u> Vetting & Screening Company Accountant
<b>Information about your suitability to work for us:</b>	References, interview notes, passport and driving licence information.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> Vetting & Screening
<b>Information about your skills and experience:</b>	CV, Application Form, references, records of qualifications, skills, training and other compliance requirements.	BreatheHR Training Matrix	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers
<b>Information about your terms of employment with Land Sheriffs:</b>	Letters of offer and acceptance of employment, your employment contract.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers

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<b>Information that we need to pay you:</b>	National insurance, Bank account details, national insurance, P45 details	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> Company Accountant
	Bank account details, national insurance, P45 details	Payroll Manager	HR Manager  <u>External Parties</u> Company Accountant
<b>Information that we need to provide you with benefits and other entitlements:</b>	Name, date of birth, employee number, email address, pay frequency and start date	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> You@work  Insurance
<b>Information relating to your performance at work:</b>	Targets, objectives, PDR's, records or notes of 1-1's and other meetings, personal development plans, personal improvement plans, correspondence and reports, job description.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager

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			Operations Managers
<b>Information relating to discipline, grievance and other employment related processes:</b>	Interview/meeting notes, correspondence.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> ACAS
<b>Information relating to your work travel and expenses:</b>	Passport and driving licence.	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> Company Accountant
	Bank account details	Payroll Manager	HR Manager  <u>External Parties</u> Company Accountant
<b>Information required for our contractual obligations</b>	Passport photo, national insurance number, driving licence details, name, date of birth, job title, work location, home address, telephone number, job description, sickness record, details of any disabilities, work restrictions and/or required accommodations	BreatheHR	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager

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			Operations Managers  <u>External Parties</u> Abbott Healthcare  Licence Check  Sentinel  Vetting & Screening
<b>Contractual obligations and H&amp;S</b>	Name, photograph, location whilst on duty, driving analytics, in vehicle video recording and phone call recording	BreatheHR  LS Server	HR Manager Office Manager Managing Director General Manager Training Manager  Recruitment Coordinator  Asset & Logistics Manager  Operations Managers  <u>External Parties</u> Clients  Insurance  Home Office Forces

**Why do we need to collect and use your personal information?**

We need to collect and use your personal information for a number of purposes. These may include:

<b>Recruitment</b>	To assess your suitability to work for Land Sheriffs; To perform requisition and applicant management activities; To perform precision matching to job vacancies; To conduct screening, assessments and interviews; To maintain a library of correspondence; To make offers and provide contracts of employment; To conduct pre-employment checks.
<b>HR, Finance and other Business Administration</b>	Staffing, including resource planning, recruitment, termination and succession planning; Budgetary and financial planning and administration; Organisational planning and development and workforce management; Compensation, payroll, and benefit planning and administration including salary, tax, awards, insurance and pensions; Workforce development, education, training and certification; Performance management; Problem resolution, including carrying out internal reviews, grievances, investigations and audits; Business travel and expense management;

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	<p>To conduct business reporting and analytics; Administration of flexible work arrangements; Administration of employee enrolment and participation in activities and programmes offered to eligible employees including wellness activities; Work-related injury and illness including the management of employee Health &amp; Safety and disabilities; Fire Safety; To communicate with you and to facilitate communication between you and other people; Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting; Risk management; Company promotion, i.e. social media, press, etc. and external awards/recognition Project fulfilment &amp; management; and Training and quality purposes.</p>
<b>Security, Safety &amp; Contractual Purposes</b>	<p>Physical Access Control; Authorising, granting, administering, monitoring and terminating access to or use of Land Sheriffs records, property and infrastructure including communications services such as business mobiles and email/internet use; Monitoring vehicle location and video and sound recording; Monitoring and accessing eDevices location, usage, sound and video; Driver tag in/out monitoring and driver analytics; Deployment and response monitoring</p>
<b>IT Administration Purposes:</b>	<p>IT systems access control and use monitoring; IT fault reporting, management and resolution; Systems administration, support, development, management and maintenance.</p>
<b>Legal purposes:</b>	To comply with our legal obligations.

## How do we protect your personal information?

### Personnel / Training Files

Personnel and Training Files are stored on the BreatheHR system; all paper files are destroyed.

### BreatheHR

The HR Information System is password protected and only the HR Manager, Office Manager, Managing Director, General Manager, Training Manager, Recruitment Coordinator, Asset & Logistics Manager and Operations Managers have access to this system.

### Payroll

The HR Manager processes all personal information required for payroll purposes onto the company Payroll Manager software. The company accountant is sent a backup via a secure file sharing system. The HR Manager will enter the relevant details into your company pension scheme.

### Employee Records

The employee records can only be accessed by the employee, HR Manager, Office Manager, Managing Director, General Manager, Training Manager, Recruitment Coordinator, Asset & Logistics Manager and Operations Managers. Security of these records is the responsibility of all those with access.

### Health & Safety Records

All medical forms are kept in the employees' personnel file on BreatheHR.

### Disaster Recovery

Personal information is kept on the BreatheHR system 'cloud'.

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**Absence Records**

Records for holiday, absence and sickness forms are stored in the employees' personnel file on BreatheHR.

We have security arrangements in place on our IT system to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. You are required to help with this by ensuring that your own personal information and of your colleagues and third parties are kept secure. You should not share your (or anybody else's) personal information unless there is a genuine business reason for doing so.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone it shouldn't be. Information about the IT security standards we use to protect your personal information can be found in our IT Policy within your Employee Handbook.

**How can you request access to the personal information Land Sheriffs holds about you?**

If you have any questions about the personal information that we hold about you, we suggest that you speak to your Operations Manager or HR in the first instance.

You have the right to get a copy of the information that is held about you. This is known as a subject access request.

Further information regarding how you can make a subject access request can be found in Land Sheriffs GDPR Policy.

Signed:



Name:

**Tyler LeMay**

Position:

Managing Director, Land Sheriffs

Date Issued:

10/05/2018

**Review Date:**

**21/01/2019**

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