

## Privacy Notice for Employees

dock10 understands that the privacy and security of your information is important. This notice is to inform you what data we hold about you and why, what we do with that data, and informs you of your rights regarding the personal information we hold under current data protection law.

### Who we are

dock10, sited at The Studio Block, Blue, Media City, Salford, M50 2HQ, is the Data Controller of the information covered by this privacy notice.

### What Information we hold and why

dock10 collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender.
- Details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers and with the organisation.
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- Details of your bank account
- National insurance number.
- Information about your marital status, next of kin, dependants and emergency contacts.
- Information about your nationality and entitlement to work in the UK.
- Details of your schedule (days of work and working hours) and attendance at work.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and the reasons for the leave.
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Assessments of your performance, including performance reviews and ratings, performance improvement plans and related correspondence.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.
- Equal opportunities monitoring, including information about your nationality and ethnic origin.

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers, and information from financial and criminal records checks permitted by law

### **What we do with the data**

The information you have provided the dock10 Ltd will be used to manage and administer your employment with dock10. We will use your personal information to:

- Perform recruitment activities.
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights.
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management processes.
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health & safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled.
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Ensure effective general HR and business administration.
- Provide references on request for current and former employees.
- Respond to and defend against legal claims.
- Monitoring of diversity and equal-opportunities, gender equality.

Where special categories or personal data, such as information about health or medical conditions, is processed to carry out employment law obligations, such as those in relation to employees with disabilities.

Your details will be held in our HR system and finance systems. Any details we do retain will be stored in secure systems in line with the General Data Protection Regulations. The information you provide will be processed or dock10 Ltd will control the processing of your data to comply with the General Data Protection Regulations and our registration with the Information Commissioner's Office.

### **Who we share the data with**

Your details may be passed on third parties, but that is not for any purposes other than in connection with your employment with the organisation, and to provide benefits to you as an employee.

Categories of third parties are:

- We may engage third party companies or individuals as service providers or business partners to process information and support our business. These third parties may, for example, provide virtual computing and storage services.
- We will provide data to those companies assisting us in delivering our employee benefits (e.g. healthcare providers, pension providers).
- We may share data with organisations providing professional services to us in relation to the conduct of our business e.g. legal advisors and accountants.

**Some personal data may be transferred outside the UK as follows:**

- dock10 uses Adobe eSign to capture e-signatures, in order to avoid the need to rely on hard copy contracts. This data will only be held on the eSign platform for 30 days, after which the data will be erased. Adobe have signed up to the EU-US Privacy Shield Agreement, providing assurance that data protection is adequate, and hold a number of security certifications including SOC-2 / SOC-3 and ISO 27001:2022.

In any case where data is transferred outside of the UK, dock10 will ensure that appropriate agreements and contracts are in place to specify that the standards of data privacy and data protection are appropriate to the data being transferred.

**How long we keep your data**

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are as follows:

Immediate Deletion

- Details of your bank account and national insurance number.
- Information about your marital status, next of kin, dependants, and emergency contacts.
- information supporting your entitlement to work in the UK.

Up to one year

- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, and the reasons for the leave.
- Details of your schedule (days of work and working hours) and attendance at work.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.

Up to 6 Years

- Your name, address and contact details, including email address and telephone number, date of birth and gender.

- The terms and conditions of your employment.
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Assessments of your performance, including performance reviews and ratings, performance improvement plans, and related correspondence.

Indefinitely

- Your name and address at the time of employment.
- The terms and conditions of your employment, including start and end dates.

Should you wish to determine whether we hold your personal data, and wish to have any personal data erased, you may invoke your rights as described in the section below.

### **Your rights**

dock10 recognises the rights of the data subject in regard to this data processing. As a data subject, you have:

- The right to access personal data held, and to portability, by requesting a copy of the information held.
- The right to rectification should any errors be noticed.
- The right to erasure, by requesting that we delete the data held at any time, should that data no longer be necessary.
- The right to restrict processing.
- The right to be informed once the erasure, rectification or restriction has been actioned.
- The right to lodge a complaint with the supervisory authority (The Information Commissioner's Office).

Should you wish to invoke any of your rights, or have any queries about the information we hold about you please contact

Chief Operating Officer, dock10 Ltd, The Studio Block, Blue, Media City, Salford M50 2HQ

0161 886 5200

email address: [info@dock10.co.uk](mailto:info@dock10.co.uk)