

WESTMORLAND

### **Employee Privacy Notice**

This privacy notice explains how personal data relating to employees is collected and stored, why we do this and what your rights are in relation to your personal data. If you have any further queries regarding your personal data you can contact us using the details below.

#### **Name and contact details of the Data Controller:**

Westmorland Limited  
Rheged  
Redhills  
Penrith  
CA11 0DQ  
Tel: 015396 24511  
Email: [data.protection@westmorlandfamily.com](mailto:data.protection@westmorlandfamily.com)

#### **What information do we collect?**

To enable us to manage our relationship with our employees, we collect and process a range of information about you. This includes:

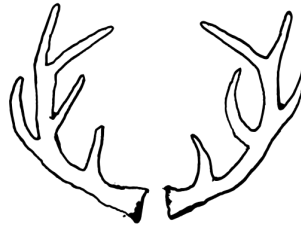
##### *Information related to your employment*

- Your name and contact details including address, telephone numbers, and personal email addresses.
- Information about your next of kin and emergency contacts.
- Information about your nationality and right to work in the UK.
- Personal demographic information about you including your date of birth and gender.
- Information relating to the terms and conditions of your employment.
- Details of your skills and experience, education and qualifications and your employment history.
- Details of any criminal convictions that you declare.

##### *Information relating to your pay, salary and pensions*

- Information about your pay and benefit entitlements, including pensions.
- Details of your bank account and national insurance number.
- Details of your working hours including your working schedule and attendance at work.
- Details of any periods of leave taken by you including holiday, sickness absence, family or other leave.
- Details relating to Maternity, Paternity, Shared Parental Leave and pay, including relevant forms, certificates and associated documentation.
- Information relating to any loans, expenses, overtime or other payments.

##### *Information relating to your performance and training*



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- Details of any disciplinary or grievance procedures which you have been involved in, including any warnings that may have been issued and any related correspondence.
- Assessments of your performance at work including probationary reviews, performance reviews, performance improvement plans and related correspondence.
- Information relating to your training history and any training and development needs.

### *Information relating to your health, safety and wellbeing*

- Information about any medical or health conditions that you may have, including whether you have a disability.
- Health and wellbeing information obtained directly or through medical or occupational health reports including self-certification forms and fit notes.
- Health and safety and related documents including risk assessments, audits, accident records, reports and claims.
- Details of your driving and other licence entitlements where applicable.
- Responses to colleague surveys (where these are not anonymised).
- Images recorded through on-site CCTV footage. Please see the company CCTV Policy for further details regarding the collection and use of CCTV footage.

### **How is this information collected and stored?**

This information is collected from you through CV's and application forms, from your identity documents such as your passport and right to work checks, through forms (paper or electronic) that you complete at the start of or during your employment, provided through meetings or through written correspondence with you.

In some cases data may be obtained through third parties such as references provided by former employers.

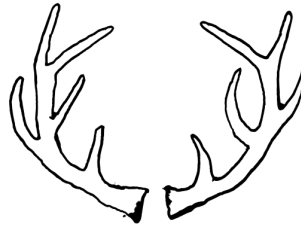
Data is stored in a range of different places including on your personnel file (either manually or electronically), in our HR systems, Payroll system or other IT systems, including email.

### **Why do we process personal data?**

We need to process your data to issue you with an employment contract and pay you in accordance with that contract. This includes processing your entitlements such as your pension and any other benefits you may be entitled to.

We also have a variety of legal obligations that we must comply with and we need to process your data to be able to do so. This includes areas such as checking your entitlement to work in the UK, deducting tax and national insurance contributions, complying with health and safety laws and enabling you to take any periods of leave that you are legally entitled to.

In addition to our legal obligations we need to be able to process your data in order to comply with the conditions laid out in your contract.



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As well as the reasons explained above, we have a legitimate interest in processing your personal data for a variety of other reasons, including:

- Maintaining up to date employment records and contact details (including emergency contacts).
- In order to communicate information to you through relevant means, including through the use of personal email addresses where appropriate.
- Operating and keeping records of company procedures including disciplinary and grievance, development and performance and absence management processes.
- Ensuring effective HR and business administration.
- In order to respond to and defend legal claims where necessary.

Some special categories of data, such as information about health or medical conditions, is processed in order to comply with legal obligations related to employment.

Biometric data is collected at certain locations in order to establish working hours solely as part of a time and attendance system. This information is processed only with the consent of employees who are free to decline to consent or withdraw their consent at any time.

### **Who has access to data?**

Your information may be shared internally with members of the People Team, Payroll, your line manager and other managers in the area in which you work and with members of the Safety, IT and Finance teams if access to the data is necessary in order for the performance of their roles.

Your data may be shared with third parties such as government departments and external auditors. If necessary, your data may also be shared with insurers, insurance brokers and solicitors.

We also share data with third parties that process data on our behalf including in areas such as training and development, communicating with our colleagues, the provision of benefits and occupational health services. Only relevant information is shared with these third parties and it is used for no other purpose.

Your data will not be transferred outside of the European Economic Area (EEA).

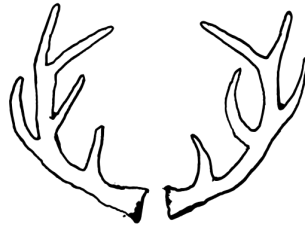
### **How long do we keep personal data?**

We keep your personal data for the duration of your employment with us.

Once you leave our employment, your data will be retained for no longer than is necessary and in line with any statutory retention periods as applicable. Further details can be found in our retention schedule, which is available on request from [data.protection@westmorlandfamily.com](mailto:data.protection@westmorlandfamily.com).

### **Your rights**

As a 'data subject' you have a number of rights in relation to your personal data. You can:



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- Obtain a copy of your personal data on request.
- Ask us to change incorrect or incomplete data.
- Ask us to delete or stop processing your data, for example where it is no longer necessary.
- Object to the processing of your data under certain conditions (specifically where it is being processed due to our legitimate interests).
- Object to direct marketing.

If you believe that we have not complied with your data protection rights you can complain to the Information Commissioner, which is the supervisory authority for data protection in the UK.

### **What if you do not provide personal data?**

In order for us to enter into a contract of employment with you, you are obliged to provide certain information such as your contact details, proof of your right to work in the UK, and your bank details in order for us to pay you. Failure to provide this information would prevent us administering your employment and as a result you would not be able to take up a position with us.

You are obliged to provide certain types of data under your contract of employment. For instance, you are required to comply with your obligations surrounding the reporting of any periods of absence and providing any documentary evidence as necessary.

You are also required to provide data in relation to your statutory rights. This includes statutory leave entitlements such as maternity, parental or other family leave and statutory payments where applicable. If you do not provide this data you will be unable to exercise your statutory rights or receive any statutory payments that you may otherwise be entitled to.

Please help us to ensure that your information is kept accurate and up to date by informing us as soon as possible of any changes to your personal data. The Company cannot be held responsible for any errors in your personal data unless you have notified us of the relevant change.

### **Automated decision making**

No decisions that affect your employment are made solely by automated means.