

Zest Promotional Staffing

Employment Data Privacy Notice

This notice explains what personal data we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

Zest Promotional Staffing is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (see the Staff Handbook and website).

About the information we collect and hold

The table set out below summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with other parties, such as external contractors and our professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices within password protected software with third-party agencies, service providers, representatives and agents as described above. Information may be transferred internationally to The USA and other countries around the world, including countries that do not have data protection laws equivalent to those in the UK, for the reasons described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed.

Your rights to correct and access your information and to ask for it to be erased

Please contact us by emailing us at hello@thisiszest.com or calling tel: 01489818181 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

The following pages contain details of the information we collect, how and why we collect it, and how we use it and may share it.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, email address)	From you	To enter into/perform the employment contract Legitimate interest: to maintain employment records and good employment practice	To enter into/perform the employment contract
Details of bank/building society, National Insurance and tax information, Date of Birth	From you	To perform the employment contract including payment of salary and benefits Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To ensure you receive the correct pay and benefits Information shared with our payroll administrators "PayCircle" and with HM Revenue & Customs (HMRC)
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence (if required)	From you	To perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To ensure that you are legally able to drive Information may be shared with our insurer

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Details of your pension arrangements, and all information included in these and necessary to implement and administer them</p>	<p>From you, from our pension administrators “Smart Pension” and (where necessary) from your own pension fund administrators</p>	<p>To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To administer your pension benefits AND/OR To comply with our auto-enrolment pension obligations Information shared with our pension administrators “Smart Pension” and with HMRC</p>
<p>Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health) <input type="checkbox"/></p>	<p>From you, from your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators</p>	<p>To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits To comply with our legal obligations to you as your employer Information shared with your doctors, with medical and occupational health professionals we engage and with our insurance benefit administrators</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Criminal records information, including the results of Disclosure and Barring Service (DBS) checks	From you and the DBS	To perform the employment contract To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts and protecting the public against dishonesty)	To carry out statutory checks Information shared with DBS and other regulatory authorities as required. Also to provide to clients who require DBS checked staff. For further information, see * below
Information on grievances raised by or involving you	From you, from other employees and from consultants we may engage in relation to the grievance procedure	To perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	For staff administration, to follow our policies and to deal with grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage
Information on conduct issues involving you	From you, from other employees and from consultants we may engage in relation to the conduct procedure	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details of your time and attendance records	From you and from “Whats App” and “Staffwise” our shift booking system.	To perform the employment contract Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences	For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance Information shared with relevant managers, HR personnel and with consultants we may engage and with our payroll administrators
Information in applications you make for other positions within our organisation	From you	To enter into/performance the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal obligations and good employment practice	To process the application Information shared with relevant managers, HR personnel and with consultants we may engage
Information about your use of our IT, communication and other systems	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, internet facilities, telephones, voicemail, mobile phone records.	Legitimate interests: to monitor and manage staff access to our systems and facilities to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage To ensure compliance with our business policies, such as those concerning security and internet use.	To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant managers, HR personnel and with consultants we may engage For further information, see ** below

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)	From relevant websites and applications	<p>Legitimate interests: to monitor and manage staff access to our systems and facilities; to protect our networks and the personal data of employees and customers/clients, against unauthorised access or data leakage. To ensure our business policies, such as those concerning security and internet use, are adhered to. For operational reasons, such as maintaining employment records, recording transactions, training and quality control to ensure that commercially sensitive information is kept confidential. To check that restrictions on your activities that apply after your employment has ended are being complied with. As part of investigations by regulatory bodies, or in connection with legal proceedings or requests.</p>	To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant managers, HR personnel and with consultants we may engage For further information, see ** below

The Information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details in references about you that we give to others	From your personnel records, our other employees	<p>To perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	To provide you with the relevant reference To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the recipient(s) of the reference.

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as contractual sick pay, and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences, are set out in our Data Protection Policy in the Staff Handbook.

** Further information on the monitoring we undertake in the workplace and how we do this is available in our Staff Handbook.