

# AUGHTON AUTOMATION

CONTROL INSTRUMENTATION, ELECTRICAL, MECHANICAL & CIVIL ENGINEERS

## Personal Information Collected Policy

### **Personal Information collected regarding employees, contractors or sub-contractors**

The main privacy notice sets out the information we may record and process generally. This page gives examples of information that is more specific to those who work for us and on our behalf.

### **What information may we collect from you?**

Aughton Automation collects personal details sufficient to support the employment of an individual and the provision of benefits including:

- Full name, date of birth, home address and family details;
- Financial and health details;
- Other details on your personal file may include:
  - Job application details, records of annual leave, sickness leave and performance reviews;
  - Preferences and options taken in relation to methods of working and benefits offered;
  - Details of incidents and occurrences involving the individual;
  - Details of incidents involving another named worker.
  - Driving licence, your driving record (obtained from DVLA) and motor insurance information for those that drive an Aughton Automation business vehicle;
  - Any criminal convictions, cautions or reprimands;
  - Details of numbers dialled and data usage are available from Aughton Automation company mobile telephones;
  - Addresses of web sites visited on Aughton Automation company laptops, tablets or any other electronic devices;
  - Telemetry (an on board computer) may be used to identify the location of an Aughton Automation vehicle, and hence the workers using that vehicle;
  - CCTV is in place around our sites for security. CCTV data (i.e. CCTV footage) is collected in line with good practice and relevant regulations to maintain the safety and security of Aughton Automation sites from CCTV cameras on or around Aughton Automation premises and infrastructure. CCTV will therefore capture images of those working for Aughton Automation;

### **How may we use the information we collect?**

- Processing is carried out for staff administration and staff management roles. The following are example of purposes for which non-sensitive personal data is processed:
  - Recruitment, managing payroll and benefits;
  - Training and development records;
  - Absence notifications;
  - Maintaining accounting records and records relating to business, regulatory and statutory purposes;
  - Safety and security of staff and company assets.

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**The following includes examples of sensitive personal data which may be processed:**

- Physical or mental health;
- E-mails sent by a worker to his or her manager or to an occupational health advisor, as part of a sickness record;
- Data within a pre-employment medical questionnaire or examination;
- Drug or alcohol test results;
- Criminal convictions, cautions or other official reprimands;
- Details of your driving license and your driving record as provided by DVLA
- Racial origin:
- Sexual Orientation
- Religious Beliefs

This is in order to ensure that the organisations recruitment processes does not discriminate against particular racial groups and to ensure equality of opportunities. Processing may take place to assess suitability for certain types of employment:

- **Criminal records:**
  - In order to comply with our health and safety, and security obligations it is important to assess those with a criminal record as suitable for the role they undertake within Aughton Automation.
- **Driving records:**
  - Records obtained by DVLA are used to assess, monitor and train those workers who drive on behalf of Aughton Automation so that our health and safety obligations are fully satisfied.
- **Disabilities:**
  - To facilitate adaptations in the workplace;
  - To ensure special needs are catered for, at interview or selection testing;
  - In monitoring equality of opportunity;
- **Racial origin:**
  - To ensure that recruitment processes do not discriminate against particular racial groups;
  - To ensure equality of opportunity;

Personal data collected from geo-locational equipment, such as cameras or gas measuring equipment, may be processed for business purposes.

## **Who may have access to your personal information?**

Recipients of personal data may include employees, agents and parties contracted to act on behalf of the Aughton Automation, its subsidiary companies and the individual concerned.

Additionally, and in accordance with the law, if requested, those criminal justice or taxation authorities, for or in connection with, any legal proceedings, for obtaining legal advice or establishing, exercising or defending legal rights.

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Individuals requesting environmental information, or those requesting details of personal information we hold about them, may in some circumstances, and in accordance with the law, have limited access to some of your personal information.

Other recipients include potential employers and third parties where Aughton Automation has a legal or contractual obligation to do allow access.

Emergency contact information is made available to managers where appropriate.

## **Where do we collect personal information from?**

The vast majority of personal data collected is provided by the worker themselves. Other sources are limited and are listed below.

### **From the individual working for Aughton Automation:**

- the application forms and recruitment-related inquiries;
- appraisal forms;
- records generated through communications;
- telemetry systems and field devices generally, tablets and laptops;
- information input by the worker onto the intranet site and self- service applications;
- Your driving record from DVLA.

### **From CCTV data**

CCTV is collected in line with good practice and relevant regulations to maintain the safety and security of Aughton Automation sites from CCTV cameras on or around Aughton Automation premises and infrastructure.

### **Private Information**

- Private emails and other content accessed using an Aughton Automation device will be processed and content being computer monitored for abuse/misuse, and checked for malware and other security vulnerabilities.

### **Retention and destruction**

Data access is controlled and limited on the basis of the purpose for which it is processed and sensitivity of the data. The data is retained for periods determined in accordance with data protection legislation, and legal and regulatory requirements with personal data being kept for no longer than necessary. Data is securely destroyed depending on the medium in accordance with the records retention schedules.

### **Changes to this policy**

This policy may change from time to time. Any changes will be posted on this page. Each version is identified by the effective date listed below.

**Date:** 21-03-2018