

GDMS SERVICES LONDON LTD
General Data Protection Regulation

Privacy Notice

The categories of employee information that the Company collects, processes, holds and shares include:

- personal information (such as name, date of birth, passport information, bank account, national insurance number)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications

Why the Company collects and uses this information

The Company uses employee data to:

- maintain data on employees for compliance and employment records reasons
- enable individuals to be paid
- inform others where required e.g. pensions provider, HMRC

The lawful basis on which the Company processes this information

The lawful bases for processing this information, in line with Article 6 of the GDPR, are:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Collecting this information

Whilst the majority of information employees provide to the Company is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, the Company will inform employees whether they are required to provide certain employee information or if they have a choice in this.

Storing this information

The Company holds employee data within personnel files (hardcopies) and on the IT system.

Who the Company shares this information with

The Company routinely share this information with:

- It's payroll bureau
- HMRC
- It's pensions provider

Why the Company shares employee information

The Company shares employee information for the processing of payroll and administration of pensions arrangements.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that the Company holds to make a request for your personal information, contact HR Team.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way the Company is collecting or using your personal data, we ask that you raise your concern with HR Team.

Please sign to confirm your understanding and consent to the above.

Signed *N.R.L. Javane*

Date *21/03/2018*