

## Data Protection Privacy Notice

### Who We Are

Platinum Electrical Ltd, we process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce. We do this for employment purposes, to assist in the running of the business and/or to enable individuals to be paid.

We gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Platinum Electricals registered office is at Unit 10 Ecclesbourne Park Industrial Estate, Clover Nook Road, Alfreton, Derbyshire DE55 4RF and we are a company registered in England and Wales under company number 560884. We are registered on the Information Commissioner's Office Register; registration number ZA417099 and act as the data controller when processing your data. Our designated Data Protection Appointed Person is Kirsty Bolderson who can be contacted at the registered Office address or 01773 689304.

### Information That We Collect

Platinum Electrical Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

### ***The personal data will include but will not be limited to-***

The personal data we process may include, but may not be limited to, the following:

- Data relating to your identity (including name, date of birth, gender, photographs, passport, Birth Certificate, Driver's License, National Insurance Number, immigration status, marital status, Nationality, Ethnic Origin and dependents),
- Contact details (business and home address, telephone numbers, email addresses, emergency contact details),
- Next of kin details, in case of emergency
- Medical History Details
- Employment details (position, office location, terms of employment, performance and disciplinary records, sickness and holidays),
- Details of completed works i.e. risk assessments, day sheets
- Background information (CV, previous experience, references, qualifications and certifications, criminal records check (for vetting purposes, where permissible and in accordance with applicable law),
- Financial information (bank details, tax information, salary, benefits, expenses),
- IT information – information related to your access to our systems (login details, IP addresses, log files, access/times/durations of use, location).

The collection of this information will benefit us by:

- Improving the management of workforce data across the business,

- Enabling development of a comprehensive picture of the workforce and how it is deployed,
- Informing the development of recruitment and retention policies,
- Allowing better financial modelling and planning,
- Ensuring compliance with our policies and procedures and our legal obligations,
- Enabling monitoring of selected protected characteristics.

### **How We Use Your Personal Data**

Platinum Electrical Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

### **Your Rights**

You have the right to access any personal information that Platinum Electrical Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Training**

The GDPR regulations can be challenging to understand but essential that all employees are aware of what they need to do, so all our office staff take GDPR training. This explains everything we need, including what personal data and special categories are, who the data controller and processors are and Subject Access Requests.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Platinum Electrical Ltd uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

### **Customers/Clients**

Name, National Insurance Number, driving licence, training records and HEA portfolio contents

### **Citation**

We use Citation to provide Employment Law and Health and Safety legal advice and assistance *and they act in the capacity of a processor on our behalf. The information we provide them with is your name, address, job title and specific information relating to the advice required to meet business and legal requirements.*

For more information, please read their Privacy Notice at

<https://www.citation.co.uk/privacy-policy/>

### **Pedley & Co Chartered Certified Accountants**

We use Pedley and Co to provide accountancy services *and they act in the capacity of a processor on our behalf. The information we provide them with but may not be limited to, your name, address, payroll details etc. to meet business and legal requirements.*

For more information, please read their Privacy Notice at

<https://www.pedleyandco.com/>

### **Onezo**

We use Onezo to provide IT Support *and they act in the capacity of a processor on our behalf. They have access to personal data stored on our computer systems eg. Your name, address, Date of birth, Training records etc to meet business and legal requirements.*

For more information, please read their Privacy Notice at

<https://www.onezo.co.uk/privacy-policy/>

### **Fast field forms**

We use Fast Field Forms to provide online data capture and storage *and they act in the capacity of a processor on our behalf. The information we provide them with but may not be limited to, your name, signature and pictures to meet business and legal requirements.*

For more information, please read their Privacy Notice at

<https://www.privacyshield.gov/participant?id=a2zt00000008S5pAAE&status=Active>

### **Drop box**

We use Drop Box to provide online storage *and they act in the capacity of a processor on our behalf. The information we provide them with but may not be limited to Training Records to meet business and legal requirements.*

For more information, please read their Privacy Notice at

<https://www.dropbox.com/terms#privacy>

## **Safeguarding Measures**

Platinum Electrical Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, **including:** -

**Restricted access, firewalls, anti-virus/malware etc**

## **Transfers Outside the EU**

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data.

Platinum Electrical Ltd utilise some services that hosted/stored in US/Canada which means that we may transfer any information which is submitted by you through the website outside the European Economic Area ("EEA") for the below purposes: -

### **Hosting, Document Storage**

Therefore, when you **use fastfield software to send us day sheets, risk assessments etc** the personal information you submit may be stored on servers which are hosted in the **US/Canada**. Where this is the case, we will take steps to ensure that those providers use the necessary level of protection for your information and abide by strict agreements and measures set out by **Platinum Electrical Ltd** to protect your data and comply with the relevant data protection laws.

## **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to Platinum Electrical Ltd, however, as this information is a contractually required for us to provide you employment, we cannot employ you without the information required.

## **How Long We Keep Your Data**

Platinum Electrical Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

## **Special Categories Data**

Owing to the products, services or treatments that we offer, Platinum Electrical Ltd sometimes needs to process sensitive personal information (*known as special category data*) about you, to ensure your fit to work. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through a signature. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

### **Lodging A Complaint**

Platinum Electrical Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**Platinum Electrical Ltd**

**Kirsty Bower**

**Unit 10 Ecclesbourne Park Industrial Estate, Clover Nook Road, Cotes Park, Alfreton, Derbyshire**

**DE55 4RF**

**01773 689304**

**[Kirsty@platinum-electrical.co.uk](mailto:Kirsty@platinum-electrical.co.uk)**

**Name: Paul Bolderson**

**Signed: *P Bolderson***

**Date: 15/07/2024**