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## Employment Affairs Guidance

### General Data Protection Regulations Privacy Statement

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#### **What are the General Data Protection Regulations (GDPR)?**

The GDPR are the updated regulations which govern the gathering, retaining, processing and transferring of personal data in the European Union. These regulations replace the Data Protection Act 1998 and go further than ever before to extend individuals rights where their own personal data is concerned.

#### **Who are Hosie Electrical Contracting Ltd?**

Hosie Electrical Contracting Ltd.  
1A Wallace Road  
Inverurie  
Aberdeenshire  
AB51 3WS

The Data Controller at Hosie Electrical Contracting Ltd. is shared between our various departments ([admin@hosieelectrical.co.uk](mailto:admin@hosieelectrical.co.uk))

#### **What is this document about and why are you receiving it?**

This document sets out the rights and responsibilities of Hosie Electrical Contracting Ltd, our customers, employees, and suppliers) associated with the gathering, processing, retention, and transference of personal data.

You are receiving it because you fall into one of the categories mentioned above, and as such the mechanisms and safeguards described in this policy apply to the data we hold about you.

#### **Where can I learn more about the General Data Protection Regulations?**

To learn more, go to <https://ico.org.uk/>.

#### **Data Protection Rights and Responsibilities**

Under the GDPR, customers, employees, suppliers, and any other persons about whom personal data is gathered, processed or retained, have rights relating to their personal data. These rights in relation to Hosie Electrical Contracting Ltd.'s business activities are summarised below:

#### **1 THE RIGHT TO BE INFORMED**

##### **What personal data is collected?**

The personal data we collect about customers, employees, and suppliers may include:

Full Name	Email Address	Photo	Marital Status
Address	National Insurance No.	Age / Date of Birth	Union Membership
Telephone Number	Bank Details	Gender Identity	Passport Details
National Insurance No.	Educational Attainment	Prof. Body Membership	Next of Kin
Emergency Contacts	Criminal Record	Nationality	Driving Licence No.

### **Where does the personal data come from?**

Personal data belonging to our customers comes from the customer themselves when they request a quotation, or enter into a contract of works, or when they provide an update to any previously held information.

Personal data belonging to our employees comes from the employee themselves when they enter into a contract of employment, or when they provide an update to any previously held information.

Personal data belonging to our suppliers comes from the supplier themselves when they enter into a contract of supply, or when they provide an update to any previously held information.

### **What are the legal bases for processing my personal data?**

Hosie Electrical Contracting Ltd. collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation, because the data is *for legitimate business purposes, necessary to discharge a contract, or is gathered, processed and stored to protect your vital interests, or with your explicit consent.*

### **What is my personal data used for?**

We use personal data belonging to our customers in order to complete administrative aspects of the contract of works which both parties have entered into, and for the communication of information. Customer personal data is also anonymised and used to compile management information reports. These help us to understand the value of certain aspects of our work and ensure that it remains competitive.

We use personal data belonging to our employees in order to discharge the contract of employment which both parties have entered into, and for the communication of information. We also use this information to provide proof of our employees' identities when liaising with SELECT or the SJIB.

There is no automated decision-making or profiling built into our systems or website.

### **How is my personal data protected?**

We know that keeping your information safe is vital. We promise to collect, process, store, and share your data safely and securely and only where necessary or with your express permission. We use a variety of physical, electronic and technical measures to ensure this, all of which prevent unauthorised access to, use of, or disclosure of your personal information. We have a set of procedures and policies that our trained staff must follow when handling Members' personal information.

### **How is my personal data stored?**

This information is mainly stored in digital form in a bespoke database, and in pass-worded files on computers, but may also be stored physically in paper records which are kept in locked cabinets and vehicles. When it is necessary for members of staff to transport physical documents, these are transported in locked bags.

### **For how long is my personal data stored?**

Hosie Electrical Contracting Ltd. only stores and uses the information it needs for legitimate business purposes, to discharge a contract, to protect your vital interests, or with your explicit consent. This data will be kept on our system for as long as necessary.

### **Under what circumstances would the data be deleted?**

Hosie Electrical Contracting Ltd. will delete personal data pertaining to customers, employees and suppliers at the point when there is no statutory or advisory reason to keep them.

Hosie Electrical Contracting Ltd. may also be in a position to delete personal data where we are requested to do so by a data subject, but this right is not absolute.

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

Employees of Hosie Electrical Contracting Ltd. have access to personal data pertaining to customers, employees and suppliers in order for them to carry out their legitimate tasks for Hosie Electrical Contracting Ltd.

Their job titles may include but are not limited to:

Accounts Team	Departmental Assistants
Administrators	Managers
Project Co-Ordinator	Electricians
Managing Director	

We will only respond to email where personal data is to be transferred if the email address in question has been verified as valid.

When responding to phone calls, we will always verify the identity of the caller before divulging any personal information.

### **Who is my personal data shared with?**

Some of your data will be available for our employees acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with Hosie Electrical Contracting Ltd.

Employees personal data is passed on to or processed by the following organisations for the following reasons:

Pension Providers	Unions	Scottish Building Standards
Healthcare Providers	JIB	SJIB
PAYE	Insurance Companies	SELECT
SECTT	Disclosure Scotland	HMRC

### **How is the transfer of my personal data (digitally or physically) carried out?**

Hosie Electrical Contracting Ltd. carries out the transfer of digital information using a secure email server. Hosie Electrical Contracting Ltd. carries out the transfer of physical information using lockable bags.

### **Who is responsible for the safekeeping of my personal data?**

Under the GDPR (General Data Protection Regulation) Hosie Electrical Contracting Ltd. does not have a statutory requirement to appoint a Data Protection Officer. The people who are responsible for ensuring Hosie Electrical Contracting Ltd. discharges its obligations under the GDPR are all of our staff.

## **2 THE RIGHT OF ACCESS**

### **How can I check what data Hosie Electrical Contracting Ltd. process about me?**

If you would like to see the personal data Hosie Electrical Contracting Ltd. holds about you, please contact Hosie Electrical Contracting Ltd. and let us know that you would like to make a Subject Access Request. You may contact us in person, by phone, by email, or by post.

If you are interested in any particular aspects of said data, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this. However, we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **3 THE RIGHT TO RECTIFICATION**

#### **How can I correct or make complete any data held about me?**

If you believe any aspect of the data that Hosie Electrical Contracting Ltd. holds about you to be inaccurate, or incomplete, please contact us specifying what aspect of the data we hold needs to be changed. In some circumstances, we may ask for proof of the veracity of the updated details.

You may contact us in person, by phone, by email, or by post. We are required to provide this to you within one month.

### **4 THE RIGHT TO ERASURE**

#### **How can I delete my business from Hosie Electrical Contracting Ltd. records altogether?**

The GDPR introduces a right for Data Subjects to have Personal Data erased; also known as 'the right to be forgotten'.

If you would like Hosie Electrical Contracting Ltd. to erase all personal details pertaining to your membership, you can make this request in person, on the phone, by email, or by post.

We are required to provide this to you within one month. The right is not absolute and only applies in certain circumstances.

### **5 THE RIGHT TO RESTRICT PROCESSING**

#### **How can I have a say in how my data is used and to what extent?**

Customers, employees, and suppliers have the right to request the restriction or suppression of their personal data. When processing is restricted, organisations are permitted to store the personal data, but not use it in the way which has been specified.

If you would like Hosie Electrical Contracting Ltd. to restrict or suppress your personal data for any reason, you can make this request in person, on the phone, by email, or by post. We are required to provide this to you within one month.

### **6 THE RIGHT TO DATA PORTABILITY**

#### **How can I move all of the data held about me digitally to a new platform?**

The right to data portability allows Data Subjects to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

It enables consumers to take advantage of applications and services which can use this data to find them a better deal or help them understand their spending habits.

If you would like Hosie Electrical Contracting Ltd. to provide you or a nominated 3<sup>rd</sup> party with a digital copy of the personal data we hold about you, please contact Hosie Electrical Contracting Ltd. in writing to request this. We are required to action this request within one month.

## **7 THE RIGHT TO OBJECT**

### **How can I object to the way that my data is already being used?**

Data Subjects have the right to object to processing based on legitimate interests. This could include marketing in various forms.

If you would like to object to your personal data being used in a particular way, please contact Hosie Electrical Contracting Ltd. in writing to express this objection. Where possible, Hosie Electrical Contracting Ltd. will cease processing your data in this way, but this right is not absolute and will not apply in some cases. We are required to respond to your request within one month.

## **8 RIGHTS IN RELATION TO AUTOMATED DECISION-MAKING AND PROFILING**

The GDPR has provisions on automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about a Data Subject).

Hosie Electrical Contracting Ltd. does not use automated decision-making in any of its systems or website and does not profile its members.

## **MISCELLANEOUS**

### **Does Hosie Electrical Contracting Ltd. collect any “special category” personal data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data in these categories without specific consent.

Political Opinions	Ethnic Origin	Religion
Philosophical Beliefs	Biometric Data	Genetic Data
Sexual Orientation		

### **What contact does Hosie Electrical Contracting Ltd. have with personal data relating to children?**

Hosie Electrical Contracting Ltd. does not gather, process, retain or transfer any personal data relating to persons under the age of 16.

### **How can I lodge a complaint with the Information Commissioner’s Office (ICO)?**

You have the right to lodge a complaint with the ICO if you feel that your personal data has been handled outwith GDPR rules.

In order to do so, please call the ICO helpline on 0303 123 1113 to discuss the matter and receive advice on next steps.