



Employee Privacy Notice

Who We Are

JMC (North West) Ltd ('we' or 'us' or 'our') 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.

JMC (North West) Ltd's registered office is at 1 Hardy Close, Nelson Court Business Centre, Ashton on Ribble, Preston, PR2 2XP and we are a company registered in England and Wales under company number 5833324. We are registered on the Information Commissioner's Office Register; registration number ZA455011, and act as the data controller/data processor when processing your data. Our designated Data Protection Officer/Appointed Person is Dian Flannagan, who can be contacted at the above address on 0845 431 0469 or accounts@jmcnw.co.uk.

Information That We Collect

JMC (North West) Ltd processes your personal information to meet our legal, statutory and contractual obligations and to enable us to recruit, employ and train you in the course of your employment with us. 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 that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Bank Details
- Special Category Data (*i.e. health/medical information, details about religion, disabilities etc*)
- Next of kin details

We collect information in the below ways: -

- Submitted CV's
- Job Forums & Recruitment Agencies

- Direct from Candidates & Employees
- Electronic Vacancy Applications
- Postal and Email Applications
- Telephone applications

How We Use Your Personal Data (Legal Basis for Processing)

JMC (North West) 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. ***The purposes and reasons for processing your personal data are detailed below: -***

- *We process your personal data in the performance of a contract as your employer, to ensure that we meet our legal employer obligations and the requirements of employment law*
- *We process your personal data as part of our legal obligation for business accounting, payroll and tax purposes*
- *We process special category data about you as part of our employment obligations, to ensure that any disabilities, health conditions and religious requirements are known*
- *We process your personal data under legitimate interests to carry out our CRB and credit reference agency checks as part of our due diligence measures*

Your Rights

You have the right to access any personal information that JMC (North West) 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. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

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.

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.

JMC (North West) Ltd uses a third-party 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.

Flannagans Accountants

To provide payroll services

Safeguarding Measures

JMC (North West) 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, IT authentication, firewalls, anti-virus/malware

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. JMC (North West) Ltd does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to JMC (North West) Ltd, however, as this information is required for us to employ you, we will not be able to offer employment without certain personal information.

How Long We Keep Your Data

JMC (North West) 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

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category data about you. This can include, but is not limited to information about any disabilities, health conditions and religious requirements.

Where we collect such information, we do so under the **GDPR's Article 9(2)b and the Data Protection Act Schedule 1, Part 1 (1) – Employment**. We will only request and process the minimum necessary for the specified purpose and ensure that the required protective measures and security is placed on all special category data.

Lodging A Complaint

JMC (North West) 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.

**JMC (North West) Ltd
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Ashton on Ribble
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PR2 2XP**

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