

1. Introduction

Valencia is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you as an employee or a customer, in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

We are registered as a Data Controller with the Information Commissioners Office (ICO). Our registration number is **ZB530398**.

This means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained within this privacy notice.

This notice applies to current and former employees, contractors, agency workers, third party personnel and visitors to Valencia sites. It does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is very important that you read this notice along with any other privacy notice we may provide when we are collecting and processing personal information about you, so that you are aware of the type of data we collect and how we are using such information.

Valencia ensures to keep all your personal data secure and private.

2. Data Controller

Valencia Waste Management Limited,
The Oil Depot, 242 London Road, Stretton-On-Dunsmore, Warwickshire, CV239JA.
Email-Enquiries@Valencia.co.uk

Name - Liam Roach

Address - Ardley Cottage, Ardley, Oxfordshire, OX27 7PH

Phone number - 07891197535

Email - Liam.roach@valencia.co.uk

Date - 29-03-2023

3. Type of Information the Company Collects

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed. There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or criminal convictions.

We currently collect and process the following information:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses.
- Date of birth.
- Gender.
- Religious beliefs.
- Race.
- Nationality.
- Marital status and dependants.
- Next of kin and emergency contact details.
- National insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension, and benefits information.
- Compensation history.
- Performance information. Details of your qualifications, skills, experience and employment history (including start and end dates) with previous employers and with the Company.

- Driving license details as necessary.
- Leaving date and the reason you are leaving.
- Copy of passport, driving license (including number, expiry date and place of issue).
- Disciplinary and grievance information.
- Username (computer), work number and title.
- Personal data related to any in house or online training that you have done.
- Location of workplace.
- CCTV images used to monitor access and leave the premises.
- Video or audio footage from body worn cameras.

Please note that above list is not exhaustive.

We may also collect, store, and use the following more sensitive types of personal data:

- Information about your sexual orientation and political opinions for equality and diversity monitoring purposes.
- Information about your health, including any medical conditions, health, and sickness records.
- Information about criminal convictions and offences.
- Any absences from work not inclusive of holiday.
- Biometric data i.e., fingerprints if used to sign into any devices.

Please note that above list is not exhaustive.

4. How We Get the information and Why We Have it

We collect personal information about employees, contractors, agency workers, and third-party personnel through the recruitment and application process, either directly from the candidate or from the employment agency. We also collect additional information from background checks, former employers and sometimes credit check references.

We also collect data from visitors to our sites for security and safety purposes this includes and but not limited to – name, date of birth, email address, identification documents, contact details.

We will collect additional personal information throughout the time that you work for us. We will only use your personal information when the law allows us to, we will use your personal information in the following circumstances, known as the ‘lawful basis for processing’-

- Contractual requirement.
- Compliance with a legal obligation.
- If the individual has given, CLEAR consent for you to process their personal data for a specific purpose.
- If possessing is vital and necessary to protect someone’s life.

Processing employee data allows the Company to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes in order to plan for career development, succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;

- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental, shared parental, jury service, bereavement and armed forces leave) to allow effective workforce management to ensure that the Company complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration including related to Company vehicles and all aspects of health and safety at work;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- help ensure your health and safety whilst at work.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the Company processes other special categories of personal data, such as data about ethnicity, this is done for the purposes of equal opportunities monitoring. Data that the Company uses for these purposes is anonymised. Employees are entirely free to decide whether to provide such data on an equal opportunity monitoring form, for which there are no consequences for choosing not to do so.

All personal data shall be accurate and kept up to date.

All personal data shall be collected for specified, explicit and legitimate purposes.

5. What We Do with the Information

The situations in which we may process your personal information are listed below:

- Making the decision to employ you or enter a contract with you.
- Checking you are legally entitled to work in the UK.
- Adding you onto the payroll system, for tax purposes and national insurance number contributions (NIC's)
- Providing certain benefits to you, for example- Pension scheme, Maternity and Paternity leave and pay, Annual leave entitlement.
- Gathering evidence for possible disciplinary hearings or grievance hearings.
- Making decisions about your continued employment.
- Managing sickness absences.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- Dealing with legal disputes involving you, other employees, contractors, or visitors.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communication systems and preventing malicious software distribution.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Complying with health and safety obligations.
- To make travel arrangements, via a third-party data processor who provide travel services.
- Ascertaining your fitness to work.

Please note that if you fail to provide certain information when requested, we may not be able to perform the contract that we entered with you, or we may be prevented from complying with our legal obligations such as to ensure the health and safety of our employee, contractors, or visitors.

6. Who Has Access to Data

Employee information may be shared internally among members of the HR Team (such as HR Admin, Recruitment and Payroll), as well as with the facilities staff, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

Valencia may share your data with third parties to obtain pre-employment references from other employers and obtain necessary criminal record checks from the Disclosure and Barring Service (England and Wales) and Disclosure Scotland. Valencia may also share your data with third parties in the context of

a sale of some or all its business. In those circumstances the data will be subject to confidentiality arrangements.

Valencia also shares your information with third parties that process data on its behalf in connection with the provision of benefits, occupational health services and other data services. The main third parties are listed below, but this is not an exhaustive list, and your data may be processed by other third parties in the course of your employment-

- Asclepius – Occupational Healthcare.
- BUPA – Private Medical Care.
- Charitable Giving – Charity Donations.
- ClickTravel – Travel Booking System.
- PKF – HR/Payroll
- HMRC (and other government bodies such as courts, DVLA and Child Support Agency) – Tax, Court Orders and Child Maintenance.
- Innovation – Fuel Cards.
- Legal and General – Pensions Schemes.
- Lex Autolease – Car Leasing.
- Medicash – Healthcare.
- Moorepay – Valencia Waste Management LTD Payroll
- Nexus Vehicle Rental – Vehicle Rental.
- Office of National Statistics – Reporting Obligations.
- Recruitment Agencies (if applicable) – Multiple.
- Sodexo – Employee Benefits Platform – Such as Cycle to work, and Childcare Vouchers.
- Unite, UNISON, GMB and URTU – Trade Unions.
- Westfield Health – Healthcare.
- Various Systems (Microlise, TruTac, and Navman) – Fleet Management and Driver Behaviour Monitoring.

Valencia do not transfer your data outside of the EEA. However, some of the third parties that we engage with may process or store your data outside of the EEA whilst conducting services on our behalf. We select our providers according to a range of criterion and strive to work with reputable businesses. Such third parties are themselves bound by the same legislation as we are and must adhere to the same standards regarding the protection of your data as we do.

7. How We Store your Information

Valencia have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. We limit the access to your personal information to those employees, contractors, enforcement agents and other third parties who have a business need to know. They are subject to a duty of confidentiality and will only process your personal information under our instruction.

8. Data Retention

The Company will hold employee personal data for the duration of your employment and after the end of your employment for a period of six years, unless we need to comply with a legal obligation.

9. Your Data Protection Rights

Data protection legislation strengthens the rights of individuals and includes:

- The right to be informed (which this notice fulfils).
- The right of access.
- The right to erasure.
- The right to rectification.
- The right to restrict processing.
- The right to object.

- The right to automated decision making including profiling.
- The right to data portability.

For a detailed explanation of these rights, and the specific circumstances in which they apply, please visit the Information Commissioners Office (ICO) website.

If you wish to exercise any of these rights, including seeking a copy of your own personal information, please contact liam.roach@valencia.co.uk.

10. How to Complain

If you wish to make a complaint to Valencia Waste Management about the way in which we have processed your personal information, please contact the DPO using the email address above.

If you remain dissatisfied with the response you received, you have the right to lodge a complaint to the ICO. The ICO is the UK's independent body set up to uphold the information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them.

They can be contacted at:

Information Commissioners Office
Wycliffe House,
Water lane,
Wilmslow,
Cheshire,
SK9 5AF
0303 123 1113
lco.org.uk