



## Privacy Notice for Employees and Candidate Employees

Dyce Energy ("We") are committed to protecting and respecting your privacy.

This privacy notice sets out the basis on which any personal data we collect from you will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation, the data controller is Dyce Energy of B3Patrick Tobin Business Park, Bolton Road, Wath Upon Dearne, S63 7LL.

### Personal data we process

We may process the following information about employees and candidate employees:

- Your name
- Your address
- Your email address
- Your telephone number
- Your bank details
- Information relating to your company pension
- Your salary
- Information relating to your tax status
- Information relating to HR management such as appraisals, absence records (including sickness) and if applicable, disciplinary action.
- Your CV and qualifications
- Your ethnicity
- Any disability that you inform us of

### Why we process personal data from you and the lawful basis for doing so

We process your personal data so that we can meet our responsibilities as an employer and to allow us to pay your salary. If you are a candidate for employment, we process your personal data to allow us to conduct recruitment as an employer.

Where candidate personal data is not submitted directly to us, we may obtain it from recruitment agencies. Where this is the case, we have categorised the personal data as candidate personal data.

We have identified the lawful basis for the above purpose of processing as:

'processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

The legitimate interest identified is that of conducting direct marketing and of conducting business as an energy supplier.'

If you do not provide us with the information, we require to conduct recruitment activity, or to employ you, then we will not be able to employ you.



## Disclosure of your personal data

Employee personal data may be shared with HMRC and any other required government department, the company pension provider (NEST) and the company payroll provider (North Accounting).

Documents held on IT systems and email are also saved to back up systems provided by Microsoft.

## Transfer to countries outside of the European Union

We confirm that no personal data will be transferred to countries outside of the European Union.

## How long we will keep your personal data

Your personal data will be kept for the timescales described below:

- Contact and other HR file information will be kept on finance and HR systems for six years from the date your employment by us is terminated.
- Your bank details will be kept on finance systems for three years from the date your employment by us is terminated.
- Information relating to your company pension will be kept for seventy-five years from the date your employment by us is terminated.

Unsuccessful candidate personal data will be held for two years after your application for employment.

Any personal data provided through email correspondence for both employees and unsuccessful candidate's will be kept on email systems for 7.5 years in line with our email retention period.

## Your rights as data subjects

The General Data Protection Regulation provides data subjects certain rights relating to the processing of their personal data. Given the nature of the processing carried out by us, and the lawful basis we have identified for that processing, you have the following rights:

- You may request from us access to the personal data we process concerning you through making a subject access request (or SAR).
- You may request rectification of the personal data we process concerning you where it is incomplete or inaccurate.
- You may request, subject to certain criteria, the erasure of the personal data we process concerning you.
- You may request that we restrict the processing of personal data concerning you. Restriction means that we will only store the personal data and not further process it.
- You have the right to data portability whereby we will provide you your personal data in a structured, commonly used and machine-readable format.
- You can make a request expressing your rights by writing to us at the address above, or by using the contact form on our website.



### Lodging a complaint with the Information Commissioner's Office

If you feel that your personal data has been, or is being, processed in an inappropriate manner; or you feel that your rights, as described above have been infringed, you may lodge a complaint with the Information Commissioner's Office (ICO). The ICO is the UK's supervisory authority regarding data protection matters and has a responsibility to act on complaints made to it. You may lodge a complaint by visiting the website below or calling the ICO's helpline on 0303 123 1113.

<https://ico.org.uk/concern>