



Workforce Privacy Notice *for Employees / Workers*

Purpose of this Notice:

This document explains how the company collects, uses, stores and shares personal data relating to you as an employee / worker.

It also reminds you about the need to be careful with your own information and that of the company and our suppliers, staff, contracts, clients and their customers / service users.

IT IS VERY IMPORTANT THAT YOU READ THIS NOTICE CAREFULLY AND CONTACT US IF YOU HAVE ANY QUERIES, QUESTIONS OR CONCERNS ABOUT HOW WE MANAGE YOUR PERSONAL DATA

The company is the ICO registered data controller for your personal data that we collect, use, store and share.

Throughout this notice “the company”, “we”, “us” and “our” refers to Logic Service Management Ltd.

Where the company gets your personal information from:

We obtain your personal data from a variety of sources, such as:

From you →

For instance, when you complete the application form and provide us with the relevant information and supporting documents required as part of the recruitment process and your on-going employment.

From other company employees / workers →

We may also collect information about you from your job-related activities during your time working with us.

From external third parties →

For example, when we request references and check the information and documentation that you provide us with as part of the recruitment process and your on-going employment.

Logic Service Management Limited
Malborne House, Benyon Grove, Orton Malborne, Peterborough PE2 5ZL
www.logicservicemanagement.com / Tel - 01733 233 900
Company Registration No: 08048645



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Categories of personal data:

It is not practical to provide a definitive list of all of the different types of data that you might share with us or that we might need to obtain from or about you, however, in general terms the list below covers the usual categories of personal data that we reasonably expect to process:

Contact details including names, addresses (residential and e-mail) and telephone numbers etc.

Personal details such as date of birth and gender etc.

Family details such as next of kin for contact in an emergency etc.

Statutory details such as national insurance number and tax codes etc.

Information for processing payments to you such as working hours and bank account details etc.

Educational details like qualifications, certifications and training records etc.

Copies of identification documents such as passports, driving licences and birth certificates etc.

Membership of professional and trade or other bodies / organisations.

Personal achievements like awards and accreditations etc.

Copies of right to work documents such as visas and work permits etc.

Visual images of you such as a picture for your staff identification card etc.

Records regarding grievances, complaints, disciplinary issues or investigations relating to or involving you.

Details of any criminal convictions or cautions for the purposes of safeguarding etc.

Medical conditions that you have plus any allergies that you know about or any medication that you take regularly, this information would generally only be used / shared in an emergency situation to aid treatment.

The company might also seek to process “special categories” of personal data, however, we respect your right not to disclose such details. This is usually more sensitive information and includes things such as race and ethnic origin, political opinions, religious beliefs and sexual orientation etc.



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The purposes of processing your personal data and the legal basis for doing so:

In general terms the company needs to collect, use, store and share your personal data for recruitment and employment related reasons.

The relevant legislation and regulations require us to provide you with information about the lawful basis on which we process your personal data and for what purposes.

We will generally process your data on the following lawful grounds: (In the very rare cases where a lawful basis does not apply, we will process your data on the basis of your consent)

To properly perform our employment contract with you →

For instance, to administer the provision of payments and benefits to you and to provide you with information about your employment.

To comply with our legal obligations →

For instance, checking that you are legally entitled to work in the UK.

In the pursuit of our legitimate interests →

For instance, checking that you have the correct credentials (qualifications, clearances and licences etc.) to undertake the role for which you have applied or been employed.

For the purpose of protecting the vital interests of yourself or another →

Sometimes, especially in emergency situations, we may have to release information to protect your interests or the interests of others e.g. in medical emergencies.

Who we might share your personal data with:

First of all, please be assured that we will never sell your details or data to any third party.

As part of our normal business we will often need to share your personal information internally with other colleagues to carry out day to day activities related to your job role and / or to administer the working relationship with you.

The company will need to share your personal information with third parties where we are required to do so by law or there is a legitimate interest in doing so. Examples of this would be information released to HM Revenue & Customs (HMRC) in order to collect Income Tax and National Insurance Contributions (NICs) or with the Police to prevent, detect or investigate crime.

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Transfer to third party countries:

Sometimes we may need to share your personal data with individuals or organisations based outside the UK or EU, however, we will not transfer your data in these circumstances without first notifying you of our intentions to do so and providing details of the safeguards that will apply.

Data security:

We have appropriate security measures in place to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in any unauthorised way. In addition, we limit access to your personal information to those individuals and organisations who have a legitimate need to know

We have also put in place procedures to deal with any suspected data security breach and will notify you and any relevant regulator of a suspected breach where we are legally required to do so.

Retention periods:

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, this includes for satisfying legal, accounting and reporting requirements.

In most circumstances we will retain your personal data during your employment with us and for six years after it ends.

Your rights:

You have the right to withdraw consent at any time where that is the legal basis of our processing.

You have the right to access your personal data that we process and to rectify any inaccuracies in personal data that we hold about you.

You have the right to object to certain processing of your personal data by us or restrict the process in certain ways.

You have a right to complain to the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint/>) about the way in which we process your personal data.



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Your responsibilities:

It is important that the personal information we hold about you is accurate and up to date so please inform us without delay if your personal information (home address, phone number, e-mail address, bank account details, right to work status etc.) changes during your time with us.

As part of your role with the company you may have access to confidential commercial or personal data / details relating to the company and / or its staff, suppliers, contracts and clients etc. You must only use such information as is strictly necessary to carry out tasks appropriate to your role and not divulge to any third party, be that individual or organisation, any confidential or sensitive information without the express written approval of the Managing Director of the company except where such disclosure is required under any relevant law or regulation (if in doubt – ask us first).

If you are approached by anyone who is asking for confidential or sensitive information about the company and / or its staff, suppliers, contracts and clients then please refer that person to contact HQ.

If you are approached by any representative of the media for information about or comment on anything involving the company then please refer that person to contact HQ as the Managing Director is the only authorised spokesperson for Logic Service Management Ltd.

THANK YOU

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