

Employee Privacy Notice

1. The company is required to hold and process information about you for employment purposes. We will only process your personal data where we have a lawful basis for doing so and we are committed to meeting our obligations under the general data protection regulations (GDPR). Further information can be found in the data protection policy which is available in the employee handbook.
The information we hold, and process will be used for management and administrative purposes only.

2. We will keep and use your data to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.

Information is used to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the company and protect our position in the event of legal proceedings.

If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

3. The definition of personal data includes but is not limited to documents held on the HR management system, timesheets and payroll data, CCTV images, photographs, video and audio recordings from workstations or company vehicles and data obtained from company vehicle trackers, training records and registers, and entrance and exit systems from company buildings.
4. Personal data that the company collects about you is shared with third party organisations who process your data on our behalf, or who manage elements of your benefits package, including, but not limited, to training, pension, healthcare and life assurance provisions, VOSA, HMRC and DVLA.
5. You must comply with the terms of the company's data protection policy, and the provisions of the General Data Protection Regulation (GDPR) 2018, at all times when handling or processing personal data on the company's behalf in the proper performance of your job duties and responsibilities during your employment. This includes personal data relating to any current or former employee, worker, agency worker, apprentice, intern, volunteer, contractor, consultant, client, customer or supplier of the company, or personal data relating to any other third party.
6. You should inform the company immediately of any change in your personal data so that we may ensure that our records are accurate.
7. As a company undertaking processes associated with the buying and selling of goods and services, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes.
8. We will never process your data where these interests are overridden by your own interests.

9. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

Information we hold includes, but is not limited to:

- your CV/application form and references;
- your statement of particulars of employment and any amendments to it;
- correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary;
- information needed for payroll, benefits and expenses purposes;
- contact and emergency contact details;
- records of holiday, sickness and other absence;
- details regarding your licences, certifications, and qualifications;
- records relating to your career history e.g. training records, performance reviews and, where appropriate, disciplinary and grievance records.

10. You will also be referred to in company documents and records produced by you and your colleagues in the course of carrying out your duties and the business of the company.
11. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay and any other company benefits provided to you.
12. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, details of criminal record, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.
13. Where we are processing data based on your consent, you have the right to withdraw your consent at any time.
14. We monitor computer and telephone use, as detailed in our Computer and Electronic Communications policy, in the Employee Handbook.
15. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider, pension or health insurance schemes.
16. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your Rights

17. Under the GDPR and the Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
18. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
19. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.
20. Drainline Ltd is the controller of data for the purposes of the GDPR. If you have any concerns as to how your data is processed please contact the Finance Director

Name: Tristan Miles

Signed: 

Appointment: Managing Director

Date: 1st September 2026

Next Review Date: 1st September 2027