



# EMPIRA

## Human Resources Privacy Notice

### Introduction

Empira Limited is registered in England and Wales, with Company Number 13256532, and our registered office is;

Unit B

1<sup>st</sup> Floor

210 Cygnet Court

Centre Park

Warrington

WA1 1PP

We appreciate the importance of processing personal data and keeping it secure. This Privacy Notice is to provide you with an understanding of when and why we collect personal data, how and why the data is processed, what we do with it, the conditions in which it may be disclosed to others, how it is kept secure, and what your rights are in relation to it.

Empira Limited is registered with the Information Commissioner under registration number ZB014680.

### What type of information we have

We hold and process information for previous, current and perspective employees.

We collect and process the following information;

- Personal identifiers, contacts and characteristics, for example;
  - Name
  - Address
  - Contact telephone number
- Special Category data, for example;
  - Racial or ethnic origin
  - Data concerning health

\*This list is not exhaustive

### How do we obtain the information and why do we process it?

As defined within the General Data Protection Regulations, there must be a lawful basis in which we process personal data.

Our lawful basis to process data

- Compliance with our legal obligations
  - To process salary payments and pension contributions

- Compliance with the performance of the employment contract
  - To manage HR processes, such as;
    - Wellbeing and welfare
    - Training and Development
    - Recruitment

The majority of personal data will be provided by you as an employee, in order to comply with the terms and conditions of employment.

When we have a vacancy within our business, your personal information may be provided to us by any Recruitment Agency or Apprenticeship provider with whom you have registered.

We also have the ability to review CV's on employment websites, if we enter key criteria.

The current employment platforms we use is Indeed. Their Privacy Notices will also be located on their website.

#### What we do with the information

During the course of your employment, for the purposes of our legal obligations and for the performance of your employment contact, we may share your information with;

- Payroll provider
- Pension provider
- Accountant
- Insurer
- Law Enforcement
- Our Regulator or other Supervisory Authority
- HMRC

When a conditional offer of employment has been made to you, following a Declaration signed by you, a Basic Disclosure Check will be made, through our third party provider, UCheck, to carry out that check. Personal information will need to be provided to UCheck in order for the check to be carried out.

In addition, we will contact your nominated referees, with the information you provided within your CV/Application, in order to obtain satisfactory references.

We do not utilise automated profiling or automated decision making.

#### How we store information?

All information is securely stored, electronically, on secure servers, located within the EU. We do not store any information outside of the EU.

We may occasionally hold hard copy documents, but these are not normally retained and all information is usually stored electronically, unless legal/regulatory obligations require us to hold hard copies.

#### How long do we retain information?

We retain personal data for a period of no less than 6 years and no longer than 7 years, from the date in which your employment with the business ends.

We will then securely dispose of the electronic data, by way of erasure.

## Data Protection Rights

Under the General Data Protection Regulations/Data Protection Act 2018, a Data Subject has the following rights;

- The right of access
- The right to rectification
- The right to erasure
- The right to the restriction of processing
- The right to object to processing
- The right to data portability

No charge is applied for exercising the above rights, and if you make such a request, we shall respond to you, without delay, and within one month.

All requests can be made via the following methods

Telephone; 01925 984 020

Email; [DataProtectionOfficer@Empira.co.uk](mailto:DataProtectionOfficer@Empira.co.uk)

Post; Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

## How to make a complaint

Any complaints can be raised to us in the first instance to our Data Protection Officer;

Email; [DataProtectionOfficer@Empira.co.uk](mailto:DataProtectionOfficer@Empira.co.uk)

Post; Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

Alternatively, complaints can be made to the Supervisory Authority, The Information Commissioner;

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

0303 123 1113