

# EMPLOYEE PRIVACY POLICY

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## INTRODUCTION

Nylacast takes your privacy seriously. This Privacy Policy describes how and why we obtain, store and process your data. We will update this policy to ensure that it complies with GDPR legislation.

## SCOPE

This policy applies to:

- All employees (Full-time, part-time, agency, temporary and contract)
- Contractors and Consultants
- Formee Employees
- Work Experience and Volunteers
- Jop Applicants

## DATA WE COLLECT

Nylacast may collect and process the following categories of personal data:

- **Identification:** name, address, date of birth, passport, driving licence, contact details, emergency contacts
- **Employment data:** job title, work history, performance records, training records, accident
- **Financial data:** bank details, payroll information, tax information
- **Sensitive data (special category):** Occupational health information
- **IT and security data:** login credentials, device usage logs, CCTV footage, access control records

## HOW WE USE EMPLOYEE DATA

Personal data is processed for legitimate business purposes, including:

- Recruitment and onboarding
- Payroll and benefits administration
- Performance management
- Compliance with legal obligations

- Health, safety, and wellbeing
- Security and fraud prevention
- IT system monitoring and maintenance

## LEGAL BASIS FOR PROCESSING

We process employee data under one or more of the following legal bases:

- Performance of an employment contract
- Compliance with legal obligations
- Legitimate business interests
- Consent (only when required and freely given)
- Protection of vital interests

## DATA SHARING

Employee data may be shared with:

- Payroll providers
- Pension and benefits providers
- Government bodies (HMRC, Home Office)
- IT service providers
- Professional advisers (legal, HR, financial)

## DATA RETENTION

Personal data is retained only for as long as necessary for employment, legal, or business purposes. Retention periods follow statutory requirements and internal policies. Please see Data Protection Policy.

## PROTECTION AND SECURITY

Nylacast is registered with the Information Commissioner in the UK as a “data controller” in accordance with the provisions of the Data Protection Act 1998. Further details of registration are available at <https://ico.org.uk/>

We employ safeguards, such as formal Data Protection and Data Retention policies to protect your privacy.

We will collect, process and store your data safely and securely. Our staff are trained in current Data Protection regulations and are required to abide by our Data Protection Policy.

## EMPLOYEE RIGHTS

Employees have the right to:

- Make a subject access request
- Request the company correct incomplete or inaccurate personal data about them
- Withdraw any consent (where applicable)
- Object to processing
- Request that the company restrict the processing.
- Request that the company transfer to them or another
- Challenge a decision
- File a complaint with the Information Commissioner's Office (ICO)

## MONITORING & REPORTING

The organisation may monitor IT systems, email, internet usage, and CCTV for security, compliance, and operational purposes. Monitoring is proportionate and lawful.

Nylacast, as a data controller, will comply with the GDPR guidelines surrounding data breaches, such as notification of clients within 72 hours of a breach being detected. (Further details can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>)

## CONTACT INFORMATION

For questions or requests regarding this policy or personal data, employees may contact:

Ian Mallabone, Nylacast Group, Data Controller [ian.mallabone@nylacast.com](mailto:ian.mallabone@nylacast.com)