

# Highway Assurance Ltd - GDPR Policy

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In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former personnel.

## **A) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

## **B) TYPES OF DATA HELD**

We keep several categories of personal data in order to carry out effective and efficient processes. We keep this data in locked files relating to each individual person (s) and we also hold the data within our computer systems, for example, our holiday booking system. Access to this data is restricted to the HR Manager, who has undergone appropriate training relating to GDPR.

Specifically, we hold the following types of data, as appropriate to your status:

- a) personal details such as name, address, phone numbers
- b) name and contact details of your next of kin
- c) your photograph
- d) your gender, marital status, information of any disability you have or other medical information

- e) right to work documentation
- f) information on your race and religion for equality monitoring purposes
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- h) references from former companies
- i) details on your education and work history etc
- j) National Insurance numbers
- k) bank account details
- l) tax codes
- m) driving licence
- n) criminal convictions
- o) information relating to your contract/agreement of services with us, including:
  - i) job title and job descriptions ii) your rate of pay iii) your wider terms and conditions of your contract/agreement of services iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
  - v) internal and external training modules undertaken
  - vi) information on time off from work including sickness absence, family related leave etc
- p) \*CCTV footage, both internal/external/on vehicle
- q) building access card records
- r) IT equipment use including telephones and internet access.

\*On vehicle CCTV will be processed in line with this GDPR policy. Access to data is requested from the SHEQ Director or the HR manager, using form HA-G-129.

CCTV footage requests will be considered for legitimacy before it is viewed by the requestor.

### **C) COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your contract/agreement of services.

In some cases, we will collect data about you from third parties, such as agencies and former company roles when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR and IT systems.

## D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the contract/agreement of services we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the contract/agreement of services that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract/agreement of services
Ensuring you are paid	Performance of the contract/agreement of services
Ensuring tax and National Insurance is paid (Employees Only)	Legal obligation
Ensuring CIS deductions are paid (Self-Employed Only)	Legal Obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for any disabilities	Legal obligation
Making recruitment decisions in relation to both initial and subsequent changes to your contract/agreement of services	Our legitimate interests
Making decisions about rate of pay and other benefits	Our legitimate interests
Ensuring efficient administration of benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests

Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests
Managing statutory leave and pay systems such as maternity leave and pay etc (Employees Only)	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Assisting insurance/police/accident/incident using in/on vehicle CCTV	Our legitimate interests
Providing previous references, when our name has been put forward by the person(s), to assist with their effective recruitment decisions	Legitimate interest the new of company/business.

## E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership

- i) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) in our sickness absence management procedures
- c) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

#### **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract/agreement of services with you. This could include being unable to offer you a position, or administer benefits.

#### **G) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your contract/agreement of services with us. We use criminal conviction data to determine your suitability, or your continued suitability for the role.

#### **H) WHO WE SHARE YOUR DATA WITH**

Individual(s) within our company who have responsibility for recruitment, administration of payment and benefits, and the carrying out performance related procedures will have access to your data which is relevant to their function. Those with such responsibilities have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons:

- Training records on client request
- Payroll Administration and processing
- Insurance claims
- Police

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

## **I) PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Data stored digitally is protected behind firewalls to prevent unauthorised access, firewalls are maintained by our IT systems supplier to ensure their suitability and effectiveness.

## **J) RETENTION PERIODS**

We only keep your data for as long as we need it, which will be at least for the duration of your contract/agreement of services with us though in some cases we will keep your data for a period after your contract/agreement of services has ended. Some data retention periods are set by the law.

Our retention periods can be found in document HA/IS-104-2 Document Retention Guidelines.

## **K) PERSON (S) RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you.
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

## **L) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

## **M) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

## **N) DATA PROTECTION COMPLIANCE**

**Signed:** Mitch Paris SHEQ & Group Director



**Dated:** 02/01/2025  
Next Review: January 2026