

Convergence Group's Employee Privacy Policy

This is Our Privacy Statement to let you know how we look after the personal information we hold about You as an employee of Convergence (Group Networks) Limited.

Convergence Group take your privacy seriously and aim to be open and transparent with you on how we deal with your personal information. We therefore encourage you to contact our people team if you have any questions in relation to this policy or about the ways that we use your personal data. Also, please contact us if you have any concerns that this policy has not been complied with.

Our Data Protection Officer is responsible for ensuring compliance with relevant data protection legislation. If you need to contact the DPO then you can do so by emailing compliance@convergencegroup.co.uk.

This policy covers the following points:

1. What information we may hold about you
2. How will we use information about you and the legal reason for doing so
3. The type of third parties we might share your personal information with
4. How long we will keep your information for
5. Data protection impact assessments
6. How you can access the information we hold about you

1. What information we may hold about you

We may collect, store and use the following personal data about you:

- Personal contact details which may include name, gender, title, home address, work and personal email address, work and personal telephone numbers.
- Other personal details including your date of birth, marital status, photograph, salary and bank details (including any salary deductions), national insurance number, employee ID, job title, contract details and signature.
- A copy of your birth certificate, passport, driving licence, right to work permit or visa, security clearance, car registration, make and model if applicable to your role at work.
- Recruitment information (including references and other information included in a subject profile, CV or cover letter or as part of the application process). Personal information gathered during your application process, including psychometric test data and personality test data.
- Work related information, for example, qualifications and professional accreditations, employment records (including job titles, work history, working hours and training records), and professional accreditations and membership records (e.g. CCIE or Prince II).
- Disciplinary details, behaviour details (particularly around health & safety and security) and work performance information.

Ref: Priv 02

Version: 1.1

Date of revision: 07/08/18

Owner: Karen Pritchard

Public

© Convergence (Group Networks) Limited

- Emergency contact details.
- We may also hold certain data which is categorised as special data about you which may include health and medical records, criminal history, disability details, citizenship and nationality if applicable.
- Work related username, machine ID and IP address, browsing history, location and location history and compliance information.
- Subject profile if provided from a recruitment company.
- If you are involved in either a security or a health & safety incident, then the information that we gather under our obligations.
- Voice recordings from company phones.

2. How will we use information about you and the legal reason for doing so

We process the personal information in order to manage our contractual relationship with you. We will make sure that we only process the information in the way and to the extent that we are permitted to under the current law, which includes having a legal reason for doing so.

The following legal grounds are the ones which apply to the way that we use your personal information:

- Contract – where we need your personal information in order to perform the contract that we have entered into with you.
- Legitimate Interests – Where we need your personal information in pursuit of our legitimate interests in providing you employment as long as these do not override your fundamental rights and interests.
- Legal obligation – Where we need to comply with a legal obligation to which we are subject.
- Consent – Where you have provided us with your consent to process the personal information.

In particular the following legal basis apply:

- Contractual obligation - your contact, bank and work related details are needed to fulfil our contractual obligations with you.
- Legitimate Interests (in ensuring our network is being used in line with our Acceptable Use Policy) – when we use the information to track your location history and your use of the IT systems.
- Legal obligations – when we require information to comply with legal obligations around health & safety requirements, right to work information, salary deductions and security clearance.
- Legitimate Interests (compliance to our accreditations) – for carrying out security clearance (in line with the job role) to allow you to perform your role and maintain our contractual obligations and accreditations.
- Legal obligation – if we are required to notify our insurance providers.
- Legal obligation – if we are required to inform a law enforcement or Government body.

- Legitimate interests (of maintaining our accreditations) – when required to inform our regulators.
- Legitimate Interest (ensuring employee performance is meeting the quality expectations of the business and an audit trail of telephone conversations where legal or contractual agreements may be made) – when monitoring our telephone recordings.
- Legal obligation – when we are required to contact you if we wish to use your information for a purpose not set out in this policy.

We will only use your personal information for the legal basis for which we collected it. If we reasonably consider that the basis has changed or need to use your personal information for another purpose, then we will let you know and notify you of the new legal basis.

3. The type of third parties we might share your personal information with

In order to manage our responsibilities, we use third parties for completing certain tasks, some of whom require authorisation from us to share your personal information with them in order to complete their responsibilities.

We shall ensure that any third party we use respects the security of your information, in particular that:

- They have provided appropriate safeguards in relation to the processing and transfer (particularly if the transfer of data is outside of the EEA);
- You have the enforceable rights available to you; and
- There is an adequate level of protection to any Personal Data that is processed and transferred.

Below are the categories or functions provided by the third parties which we use:

- Employee management software tools;
- Taxation (HMRC);
- Bankers;
- Pension providers and other financial institutions;
- Occupational health providers;
- Compliance advisors and auditors;
- Fleet providers;
- Regulators and law enforcement agencies;
- Security clearance providers;
- Network providers.

If you want to know which specific third parties we pass your information to please contact us at compliance@convergencegroup.co.uk and we will pass that information to you.

4. How long we will keep your information for

We will keep your information for as long as is necessary for us to perform the purpose which we have collected it for, except where we are required to keep it for longer to fulfil our legal obligations, (then we will keep it for the time required by the law).

In particular:

- We will keep any information contained in your contract for a minimum period of 7 years after your contract has been terminated;
- We will keep any information contained in your financial records for a minimum period of 7 years;
- Any security or health and safety compliance information will be kept for 10 years; and
- IT related information is kept for no longer than 2 years past the end of your employment contract;
- Voice recordings from company phones are kept for 5 years.

5. Data Protection Impact Assessments

At Convergence Group we have identified data processing activities we believe could result in a high risk to the rights and freedoms of individuals. Data Protection Impact Assessments (DPIA's) have been conducted on the following processing activities we undertake as an organisation -

- Employee location tracking used for mobile device management and field-based employee scheduling.
- Health & medical information collected as part of display screen equipment (DSE) assessments and health & safety reporting.
- Providing IP address information to police authorities of part of The Regulation of Investigatory Powers Act 2000.
- Processing of employee details to establish suitability to work in the UK.
- The interception of legitimate organisation and customer communications.

DPIA's can be made available to interested parties by contacting our compliance team at compliance@convergencegroup.co.uk

6. How you can access the information we hold about you

You have the right to access the information that we are processing about you, and to request that the data be:

- rectified if it is inaccurate or incomplete;
- erased if it is no longer necessary for the purpose of the processing; or
- that its processing be restricted in certain circumstances.

If we are relying on the basis of legitimate interests, then you can also object to the processing of your data on grounds relating to your particular situation.

If You would like to access some or all of your personal information, please email compliance@convergencegroup.co.uk or write to the people department at our head office. If you send us your request electronically, where possible we will provide the information to you electronically.

You also have the right to lodge a complaint with the Information Commissioner Office (www.ico.org.uk) if you think that we have denied or infringed any of your rights. You can contact them any of the following ways:

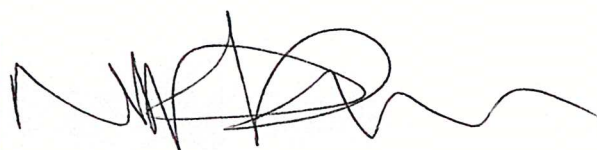
Via their website <https://ico.org.uk/make-a-complaint/>; or
call their helpline on 0303 123 1113; or
contact them via live chat service ico.org.uk/livechat

Changes to Our Privacy Notice

We will keep our Privacy Notice under review and will notify you of any updates by placing them in this document.

Approval Details

APPROVAL AUTHORITY:
APPROVAL DATE:
VERSION NO:


15/08/2018

1.1

Release History

VERSION	DATE RELEASED / REVIEWED	CHANGE NOTICE	PAGES AFFECTED	REMARKS
1.0	23/05/2018	Initial Release	All	Initial Document Creation
1.1	07/08/2018	Section Add	6	DPIA addition & updates

Ref: Priv 02

Version: 1.1

Date of revision: 07/08/18

Owner: Karen Pritchard

Public

© Convergence (Group Networks) Limited