

Staff Privacy Notice



Background

This document describes how Porvair Filtration Group Ltd, the data controller, collects, uses and protects your information.

How we collect your information

We collect information from your application form, references from third parties, recruitment agencies and where applicable any relevant medical information. We also collect information during your employment.

The type of information we hold

This information will include name, address, contact telephone numbers, email address and National Insurance number. In addition, we will hold employment contracts and remuneration details, qualifications, appraisals and absence information. We will hold evidence of your right to work in the UK which could include copies of ID documents. We will also hold details of who to contact in an emergency.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, Porvair Filtration Group Ltd. This is for the legitimate business purpose of running our business, meeting our legal obligations and to enabling individuals to be paid and receive employee benefits.

Who we will share your information with

We will not share personal information about you with external third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- HMRC
- DWP

We also share your information with our benefit providers.

Storing your information

Your personal information will be stored on systems owned or operated by Porvair Filtration Group Ltd and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

Within Porvair Filtration Group Ltd your information will be stored on our secured systems in accordance with the Porvair Filtration Group's Access Control Policy. Where your information is stored in countries outside the EEA or a country approved by the EU we will ensure it is protected by encryption during transmission

Retention

We will retain your personal information in accordance with legal and regulatory requirements. You can request your information be deleted and if we can we will, but sometimes we have to maintain records for legal reasons.

How you can access your information

If you would like a copy of the information we hold about you, please email our HR Manager, at bridget.small@porvairfiltration.com.

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Your Rights

If you are not happy with how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.co.uk.

How we will tell you about future changes to this Privacy Notice

Any changes we make to our Privacy Notice will be communicated to all staff by email. A copy of the Privacy Notice is available to all staff via the Porvair Filtration Group Intranet.

How to contact us

If you have any questions or concerns about our use of your personal information please email our HR Manager at bridget.small@porvairfiltration.com.