

PLASTIC COATINGS LTD_DATA PROTECTION_GDPR PRIVACY NOTICE_2018_Version 001

1 Introduction

- 1.1 The Company obtains, keeps and uses personal information (also referred to as data) about job applicants and about current and former employees (including temporary and agency workers, contractors, interns, volunteers and apprentices) for a number specific lawful purposes, as set out in this policy.
- 1.2 This privacy notice sets out what information we collect and hold, how we use that information and for what purposes.
- 1.3 We are committed to complying with our data protection obligations, and to being concise, clear and transparent about how we obtain and use personal information relating to our workforce, and how (and when) we delete that information once it is no longer required.
- 1.4 The Company data protection officer is responsible for data protection compliance within the Company. If you have any questions or comments about the content of this notice or if you need further information, you should contact **Nigel Skidmore** on 01384 400066 or at nskidmore@plastic-coatings.com

2 Employees

- 2.1 We collect and hold information such as your name, address, DOB, right to work in UK information, copies of identification documents and bank details for the purposes of dealing with your employment with the Company. This information is used to verify your right to work in the UK and to process your remuneration.
- 2.2 We may also collect information about your health and any disabilities, this information is used in managing your safety and well being at PCL.
- 2.3 The activities in 2.1 will generate further records about you, for example pension contributions, tax and NI contributions, holiday and average pay calculations, these are retained as required by law and are used to demonstrate our compliance with the law if required.
- 2.4 We collect and hold information such as uniform and PPE sizes for the purposes of providing you with uniform and PPE during your employment with the Company.
- 2.5 We also collect and hold information regarding your time keeping and attendance, this information is used to make sure you are paid fairly and in line with our time keeping and attendance policies.
- 2.6 The activities in 2.5 will generate further documents and records to support managing your time keeping and attendance, these may include (list is not exclusive)

investigatory notes, return to work forms, doctors notes, fit notes, OH referral notes etc. These documents are used to manage to your health and well-being at PCL.

- 2.7 We also collect information relating to your training and development, this information is used to your demonstrate skills / qualifications, identify further training opportunities and needs as part of managing the business and maintaining our management systems and related activities.
- 2.8 We may, as required, additionally collect personal information during any other disciplinary investigation that takes place. This information will only be used for managing the disciplinary processes.
- 2.9 By engaging in employment with Plastic Coatings Ltd you are agreeing that the information contained in section 2 is being collected, processed and retained as described and in accordance with our data protection policies.

3 Customers

- 3.1 Generally our customers are other businesses, as such none of the information gathered about those customers is classified as personal information
- 3.2 If however the customer was a private individual, we would collect and hold information necessary to complete / fulfil an order, honour any future complaints or claims and demonstrate compliance with tax laws etc. This information is solely for the use of Plastic Coatings Ltd in relation to your current order. We would only use that information to contact you again in the future (not in relation to the original order) if you had given us authorisation to do so.

4 Suppliers

- 4.1 All of our suppliers are businesses, therefore none of the information supplied to us or retained by us is classified as personal information.

5 Other Stakeholders

- 5.1 There are no other stakeholders identified who provide Plastic Coatings Ltd with personal information.