

# Privacy Notice – Employees (Current and Previous)

## 1 Introduction

The lawful and proper treatment of personal information by Aurora Health Physics Services Ltd (Aurora) is extremely important to the success of our business and in order to maintain the confidence of our service users and employees.

This Privacy Notice has been prepared to facilitate compliance with the requirements of the General Data Protection Regulation (GDPR).

This Privacy Notice applies to the personal data collected, processed and kept for individuals that are currently employed by Aurora or who have been at any time in the past.

Prior to any personal data being collected, Aurora will positively confirm that the individual providing the data is aware of and has agreed to the terms indicated in the relevant Privacy Notice.

## 2 Company information

Aurora is an independent UK company providing a comprehensive range of ionising and non-ionising radiation protection services including facility design, consultancy, facility decommissioning and demolition, bespoke and scheduled training, health physics monitoring support and land remediation.

Aurora is registered with the Information Commissioner's Office (ICO), our Registration Number is A8317057.

## 3 Why we collect the information

As your employer, the Company needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide the data we request, or do not consent to us holding or processing that data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

## 4 What personal information we collect

We will ask you to provide the following personal information when you accept an offer of employment with Aurora:

- Full Name
- Address
- Personal email and telephone contact details
- Date of birth
- National Insurance Number
- Next of kin
- Your Passport number (and/or other information to allow us to confirm your identity)
- You drivers licence (where you will be required to drive at work)
- Bank details
- Details of sickness and other absences, e.g. Maternity Leave

We may also collect personal information about you from previous employers or referees, for example, personal dose information or previous contact information.

We may also ask previous employers or health professionals for information regarding your medical status if this is relevant to your employment, for example if you will be required to be a classified radiation worker or if you will be required to enter confined spaces.

## 5 Who information will be shared with

We will only share your information with others where this is necessary. This includes sharing with other companies in order to provide your employment benefits, to secure Client contracts and where there is a legal requirement. For example, we will share your information with the following:

- Our Payroll provider
- Our Approved Dosimetry Service (if you are a radiation worker)
- An Occupational Health Services provider (if you are a radiation worker or require a health review for any other reason)
- Our Private Health Insurance provider (where this is a contractual benefit)
- Our Company Pension provider (if you are a member of the Company Pension scheme)
- Client's requesting proof of identity (for example to be issued with a site pass)
- In Client reports (usually limited to name and contact details)
- HMRC

We will always ask you before providing information to another party for the first time.

We may also provide personal information to others on your behalf, for example where you ask us to confirm your salary to a financial institution to secure a mortgage.

## **6 How the information will be used**

Your information will be used to enable us to comply with your employment contract, any legal requirements relevant to your employment, to pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings

Some information will be used to assess performance against Company policies, e.g. relating to equality and diversity.

Information which relates to your health will be used in order to comply with our regulatory Health & Safety and Occupational Health obligations, to consider how your health affects your ability to do your job and whether any adjustments to your job might be required or appropriate. We also need this data to administer and manage statutory and company sick pay, maternity and paternity pay, health insurance and pensions.

In addition, we monitor computer and mobile telephone use, as detailed in our Use of Electronics Communications policy, we also keep records of your hours of work by way of our timesheets.

## **7 Transfer of information overseas**

Personal information will not normally be transferred overseas. If such transfer is required, for example to prove your ID for work overseas, then this will be discussed with you as part of the work planning process.

## **8 How long we keep the information**

Due to the nature of Aurora's business, most employees will be designated as radiation workers. Exposure to ionising radiation can cause health effects many years in the future. It is important, therefore, that Aurora keeps sufficient details to enable accurate reporting of the exposure of employees and previous employees for a significant length of time. As a result, the following information will be kept for all employees for 50 years, or until the individual reaches 75 years of age:

- Full name
- Date of Birth
- National Insurance number
- Passport or other proof of ID information
- Roles/positions held whilst at Aurora
- Total exposure to ionising radiation during employment

In addition, information which may be required by HMRC, e.g. payroll, expenses and benefits information, will be kept for at least seven years after the last tax year to which it relates.

## **9 Individuals' rights with regard to the information we hold**

The GDPR includes the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing of the data
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making including profiling

Aurora has a number of procedures which ensure that individuals' rights are upheld and any requests are actioned in a timely manner.

## **10 How individuals can access the information we hold**

If you would like to know what personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

## **11 Withdrawing consent to hold personal information**

If you would like us to delete any of the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time. Please note, withdrawing consent will not affect the lawfulness of the processing before your consent was withdrawn. If you would to withdraw consent with regard to the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

## **12 Who to contact with any data protection queries**

If you have any queries with regard to this Privacy Notice or would like any further information regarding the personal data we hold (or would like to hold) for you, please contact Aurora's HR Director:

Name: Raj Bunger    email: raj.bunger@aurorahp.co.uk    mobile: 07824 310988

If you believe that we have not complied with the requirements of the GDPR with regard to your personal data, please contact the Information Commissioner's Office directly using the details on their website <https://ico.org.uk/concerns/>