

Introduction.

The purpose of this privacy notice is to provide Forth & Oban’s (F&O) employees with “Fair processing information” relating to how and why we process their personal data. This is a requirement of the General Data Protection Regulations (GDPR).

Company Details.

Company Name	Forth & Oban (F&O) Ltd
Address	Forth House, Pirnhall Business Park, Whins of Milton, Stirling FK7 8HW
Telephone	01786 819600
Website	www.fes-group.co.uk
Data Controller’s Representative	Legal Executive

Purposes of the Processing.

We only collect and process personal data which is necessary for the following purposes and which are considered to be our legitimate interests:

- Compliance with legal obligations such as health & safety law, employment law, taxation etc.
- Monitoring and managing work performance and to allow payment to be made for this work performance.
- Business administration purposes.
- Compliance with our TUPE, contractual and other business obligations.
- So that employees may receive certain benefits, entitlements and services as applicable to their contracts of employment such as sick pay, holiday payment, health cover, pensions, childcare vouchers, insurances, occupational health services etc.
- Security i.e. IT credentials, CCTV, access control etc.
- Communication i.e. telephony, emails, IP addresses etc.

Legal Bases for the Processing.

Organisations must have a valid lawful basis in order to process personal data. The legal bases we have determined are relevant for processing employees’ personal data are:

- 6(1)(a) – Consent of the data subject.
- 6(1)(b) – Processing necessary for performance of a contract with the data subject or steps to enter into a contract.
- 6(1)(c) – Processing is necessary for compliance with a legal obligation.
- 6(1)(f) – Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Conditions for processing special categories of data (Sensitive personal data) are:

- 9(2)(b) – Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- 9(2)(f) – Processing is necessary for the establishment, exercise or defence of legal claims.
- 9(2)(h) – Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis etc or a contract with a health professional.

Recipient or Categories of Recipients of the Personal Data.

- Internal departments - As required to fulfil the legitimate interests stated above i.e. HR, payroll, risk etc.
- Customers - Where we are legally required to provide personal data or for the purposes of complying with contracts i.e. communications, incidents, competence etc information.
- Statutory bodies - Which require personal data for legal reasons such as Police, HMRC, DWP, Sheriff Officers, Disclosure Scotland, DBS, HSE, Local Authorities etc.
- External providers from whom employees receive benefits and other services (As applicable to individuals’ employment contracts) including:
 - SJIB – sickness benefit and death in service benefit.
 - ECIS – BUPA health cover.
 - Pension providers.
 - Childcare voucher providers.
 - Insurance companies for life assurance and critical care cover.
 - Occupational health and drug & alcohol testing bodies.
 - Travel companies to enable business travel.
 - Competence schemes such as CSCS, IPAF, PASMA, Sentinel etc.



Retention Periods for Personal Data.

We only retain personal data for as long as we need to. Generally, we keep personal data for the period of employment plus six (6) years but there are exceptions. See IMS T1 IMS 7.5 FES Group Retention Register for further details.

Existence of Data Subjects' Rights.

Employees have the following rights under data protection legislation:

1. Right to be informed.
2. Right of access.
3. Right to erasure.
4. Right to restrict processing.
5. Right to data portability.
6. Right to object.
7. Rights related to automated decision making including profiling.

Right to Withdraw Consent at Any Time.

Where you have given consent for us to process your personal information, you have the right to withdraw your consent by contacting our data representative as detailed above.

Right to Lodge a Complaint with a Supervisory Authority.

If you have a complaint about how we process your personal data, you have the right to lodge a formal complaint with the Information Commissioner's Office (ICO).

Provision of Personal Data.

As stated above, the personal data we collect and process is necessary for statutory and/or contractual requirements or obligations. If employees fail to provide the required personal data, the company may be unable to provide the related services etc and as a consequence employees' may suffer a related loss.

Existence of Automated Decision Making (Including Profiling).

Certain systems may include a degree of automated decision making and profiling, for example hand scanners and vehicle tracking systems. These systems are not wholly automated and human intervention is included within the control measures. Data subjects have the right to challenge automated decision making.

Further Information.

Please see the following for further information, all of which are available in the IMS section of the intranet:

- Data protection policy statement.
- Data protection operational control policy (IMS T2 Policy P10.1).
- Data protection guidance document (IMS T2 Guidance G10.1).
- Data protection impact assessment IMS T2 Document (D10.1 Processing Register and DPIA).
- Retention register (IMS T1 IMS 7.5 FES Group Retention Register).