

Privacy policy for GMI staff

GMI Scaffolds Limited staff privacy policy

This privacy notice tells you what to expect us to do with your personal information when you work for us.

- **Contact details**
- **What information we collect, use, and why**
- **Lawful bases and data protection rights**
- **Where we get personal information from**
- **How long we keep information**
- **How to complain**

Contact details

Email: info@gmiscoffolds.co.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- **Contact details (eg name, address, telephone number or personal email address)**
- **Copies of passports or other photo ID**
- **Copies of proof of address documents (eg bank statements or bills)**
- **Next of kin or emergency contact details**
- **Employment history (eg job application, employment references or secondary employment)**
- **Education history (eg qualifications)**
- **Right to work information**



SCAFFOLDS

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Company No. 15258940

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- **Training history and development needs**

Salaries and pensions

We collect or use the following personal information as part of managing salaries and pensions:

- **Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)**
- **Time spent working (eg timesheets or clocking in and out)**
- **Bank account details**
- **Payroll records**
- **Tax status**

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)**
- **Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)**
- **Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)**
- **Your right to restriction of processing - You have the right to ask**



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us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

- **Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)**
- **Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)**
- **Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)**

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- **Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.**
- **Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.**

Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:

- **Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to**



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withdraw your consent at any time.

- **Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.**

Where we get personal information from

We collect your information from the following place: Directly from you

How long we keep information

We will store the collected information as long as the member of staff is employed by GMI Scaffolds and for 365 days following the termination of their employment.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO. The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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