

**Template for franchisee employees**

- *copy amend and paste onto headed paper*

Privacy notice for employees

In accordance with the General Data Protection Regulation (GDPR), we are informing you, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful reasons that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees.

DATA PROTECTION PRINCIPLES

Processing of data, fair and lawful

Data collected for legitimate purposes

Data collected relevant and limited for purpose

Data kept accurate and up to date

Data not kept longer than necessary for purpose

Data is processed securely

Compliance with relevant GDPR procedures of transferring personal data

Specifically, we may hold the following types of data, as appropriate to your status, which is kept in HR files and IT systems.

This date is required on a lawful basis for processing for the following reasons:

**Performance of the contract**

**Legal obligation**

**Legitimate interests**

1. personal details such as name, address, phone numbers
2. name and contact details of your next of kin
3. your photograph
4. your gender, marital status, information of any disability you have or other medical information
5. right to work documentation
6. information on your race and religion for equality monitoring purposes
7. information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
8. references from former employers
9. details on your education and employment history etc
10. National Insurance numbers
11. bank account details
12. tax codes
13. driving licence
14. criminal convictions
15. information relating to your employment including:
16. job title and job descriptions
17. your salary
18. your wider terms and conditions of employment
19. details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
20. internal and external training modules undertaken
21. information on time off from work including sickness absence, family related leave etc

WHO WE SHARE YOUR DATA WITH (delete if not appropriate)

Record third parties and reasons

eg Administration of payroll etc

PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with though in some cases we will keep your data for a period after your employment has ended. The law sets some data retention periods.

Our retention period is:

Insert period here

MAKING A COMPLAINT

If you think your data rights have been breached you may contact:

The Information Commissioner (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF