

All processing of employee personal data by the Group (whichever company the employee is directly employed by) is by the Group Human Resources, Fleet, Payroll Departments and by site management.

These departments process employee personal data for a number of key purposes (detailed below) and do so to meet the contractual, legislated and legitimate interests of the Group and the vital interests of the employee.

The personal data is obtained from employees via employment starter forms, contracts of employment, pension joiner forms, timesheets, site attendance and induction sheets and vehicle fleet management information requests. The data is stored in appropriate locations on the Group's IT, site office and administration facilities.

The personal data includes the following:-

1. Title
2. Name
3. Nationality & Ethnicity
4. Gender
5. Marital Status
6. Date of birth
7. Address
8. Contact details (telephone number/email address)
9. National Insurance Number
10. P45/P46
11. Bank account details
12. Driving licence
13. Next of Kin
14. Right to work/residency proof
15. Qualifications/permits
16. Expenses & mileage claims
17. Curriculum Vitae (CV)/Resume
18. Passport

The Group processes the above data for the following purposes;

1. To process pay
2. To make payment of net salary/wage
3. To report PAYE/NI to HMRC
4. To reimburse legitimately claimed business mileage and expenses
5. To create individuals' business email addresses and email signatures
6. To provide employee mobile phones and landline extensions when required
7. To record site attendance and inductions and to provide information in the event of an emergency

The Group shares personal data with 3rd party processors when necessary in order to meet its obligations as follows;

1. To comply with legal obligations and HMRC requirements to report PAYE deductions, P60 and P11D information.
2. To meet its contractual obligations to provide information to pension providers & administrators
3. To meet its contractual obligations to provide information to life insurance providers & administrators
4. To meet its contractual obligations to provide information to Health Scheme administrators
5. To meet its legal obligations by providing information to Auditors of the Group's payroll and pension schemes

In the case of an emergency, for the vital interests of the employee, the Group will provide next of kin information to emergency services, life insurance, pension and health trust administrators and to contact next of kin, as appropriate.

In addition, also for the vital interests of the employee, details where relevant are kept on its sites and at its offices for the purposes of health and safety compliance and emergency purposes and to meet the needs of visits by the Health & Safety Executive (HSE). Further requirements and procedures regarding the processing of personal data for Health and Safety purposes are described in separate specific documents.

## Consent

With employee consent, the Group may use employee names, Job Title, CV and photographic images in its internal newsletters, on its web-site, social media, in promotional materials and in its contract tendering documentation.

A consent form will be provided by the Corporate Services Department for these purposes but is available on K Drive under General Information/Company Forms/Personnel Forms/Consent Forms. For the avoidance of doubt, your consent is optional. If you consent, the company will record that you have consented. You may withdraw your consent at any time but please be aware that previous consented use of your image, name and job title cannot be erased from issued hard copy formats.

## Retention of data

To meet legal obligations and for Health & Safety and insurance purposes, Casey will retain relevant employee data for appropriate periods of time.

These include;

- 3 years for PAYE purposes
- 6 years for accounts purposes
- Between 6 and 12 years for contract purposes
- Health & Safety/Insurance – indeterminate timeframes

Data is kept secure within Casey IT servers and archive facilities and will only be referenced for the purposes of answering the enquiries of statutory bodies, company auditors and insurers.

## Employee rights

Employees have the right to request that data is rectified (in the case of erroneous data) or erased.

Whereas the company will always seek to maintain accurate data records and will rectify incorrect data, it may refuse to erase data where in its opinion, this compromises its legal, Health and Safety and Insurance requirements.

Employees have the right to lodge a complaint with a supervisory authority which in the first instance should be the Group Data Controller.

Further information:-

The Group Data Controller is: The Finance Director  
The Data Controller's representative is: The IT Manager

\*Casey includes The Casey Group Limited and its subsidiaries