



## **PRIVACY / DATA PROTECTION POLICY**

### **Your privacy rights as an Employee of Lilleker Bros Ltd.**

The purpose of this document is to inform you of the type of information we hold about you, how we use it, and to let you know your rights.

We confirm that we comply with GDPR requirements.

Lilleker Bros Ltd exercises control over the processing of the data we hold about you, and carries the data protection responsibility for it. In legal terms, this is referred to as being the "data controller". Lilleker Bros. Ltd confirms that

### **What is personal information?**

Personal information broadly means information that identifies (or which could, with other information that we hold or are likely to hold, identify) a living individual.

### **About your personal information and where we obtain it.**

When you start your employment with Lilleker Bros Ltd, you will (as part of your induction) provide us with personal information about yourself. We may also receive information from time to time from regulatory authorities or government departments, such as our Pension Provider or HM Revenue & Customs. It is also an obligation of yours to inform Lilleker Bros Ltd when there is a change in any of your personal information, to allow us to update our records.

### **What types of personal information might we hold about you.**

We may hold and process any or all of the following personal information about you :

- personal details such as your name, gender, age, date of birth, contact details (such as address And postcode, e-mail, telephone and mobile numbers), and identifiers such as your National Insurance number and employee number (where applicable);
- details of your family and social circumstances. This could include details about your current Marriage or civil partnership, and details of your family and dependants;
- employment details such as employment and career history, recruitment and termination details, job title and responsibilities, earnings, absence record and length of service;
- other financial details such as about any other income, other pension arrangements, bank account details and tax code;
- information about your physical and mental health.

### **Why do we hold this information?**

We hold this information because we need it to administer you as an employee. Without your personal information, we cannot fulfill our legal obligations with HM Revenue & Customs, and will not be able to process payroll or confirm your identity.

Your personal information also allows the Company to contact your next of kin and family in times of emergency or necessity.

**How long do we keep your information for?**

We will hold your personal information on our systems for as long as you are employed by Lilleker Bros. Ltd, and also for an indefinite period after your employment has terminated, in case any queries arise about your period of employment with us that we are legally obliged to respond to.

**Security and safe storage of your personal information and sharing your personal information.**

We'll use appropriate procedures and security features to process and protect your information. The data we collect from you will be kept inside the UK or the European Economic Area (EEA). Personal information will never be shared with any third party without your consent, unless it is a legal or regulatory requirement as part of your employment, such as Pension provider and HM Revenue & Customs.

**Your rights in relation to your personal information.**

The accuracy of the information we hold about you is important to us. If any of this information that we hold is inaccurate or out of date, please let us know by using the contact details set out at the end of this policy.

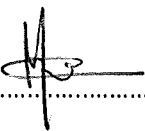
You have a number of rights under the Data Protection Laws in the way we process your personal data, namely :

- to access your data;
- to have your data rectified if it is inaccurate or incomplete;
- in certain circumstances, to have your data deleted or removed;
- in certain circumstances, to restrict the processing of your data;
- to claim compensation for damages caused by a breach of the Data Protection Laws.

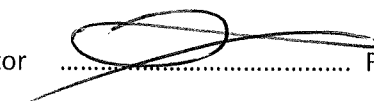
**Contact Details.**

If you have any queries about this privacy policy, or wish to exercise any of your rights above, or check the personal information we hold about you, please contact the Finance Director in the first instance at :

Lilleker Bros Ltd, Rowan House, Mountenoy Road, Rotherham S60 2AJ.  
Phone : 01709 374073.

  
.....

Managing Director

  
.....

Finance Director

Date .....18/04/2024.....

Date .....18/04/2024.....