Core to Cloud Employee Privacy Notice

Our contact details

Name: Chris Green

Address: The Castle, Cecily Hill, Cirencester, GL7 2EF

Phone Number: 01285 708 313

E-mail: chris.green@coretolcloud.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Payroll information such as Bank Details
- HR Information such as next as kin, holiday and verification documents.
- Discussion notes from calls

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by yourself to enable you to be employed by the company.

We use the information that you have given us in order to maintain you as an employee.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

We have a contractual and legal obligation to retain some your personal data as you are a company employee.

We have a legitimate interest to retain some of your personal data as a duty of care to you as a company employee

How we store your personal information

Your information is securely stored within:-

Office 365	We can keep emails and notes for the duration of your employment contract plus maximum 2 years which allows the data to drop from our backup systems.. We will then dispose your information.

Appraisal/performance review records	6 years after the end of the review period.
Attendance records (including sickness, absence, lateness and annual leave records)	6 years from the end of the tax year/business year/review period in which the record was made
Disciplinary records	6 years from the end of the tax year/business year/review period in which the record was made
Emergency contacts / next of kin records	Termination of employment
Employment contracts and associated records (application forms, CVs references, written particulars of employment, changes to terms and conditions)	6 years after termination of employment.
Equal opportunities records	Termination of employment
Eye tests	See Health and Safety tab
Hearing tests	See Health and Safety tab
Identification documents	6 years after termination of employment.
Identification documents of foreign nationals	6 years after termination of employment.
Maternity records	6 years from the end of the tax year in which the maternity pay period ends.
Medical records	See Health and Safety tab
National insurance records	6 years from the end of the tax assessment period to which the record relates.
National minimum wage records	6 years from the end of the tax year in which the pay reference period ends.
Parental leave	6 years from the end of the tax year in which the parental leave period ends.
Pay As You Earn ("PAYE") records	6 years from the end of the tax assessment period to which the record relates.
Payroll records (wages, tax and social security records, payslips, overtime compensation, bonuses, expenses, benefits in kind) for the purposes of tax returns	6 years from the end of the tax assessment period to which the record relates.
Pension records	6 years after termination of employment.

Probation reviews	6 months after notification of unsuccessful applicant
Register of work and rest periods	6 years from the end of the tax assessment period to which the record relates.
Rejected job applicant records	6 months after notification of unsuccessful applicant
Training records	6 years after termination of employment.
Eye tests for users of display screen equipment	3 years after termination of employment.
Health surveillance related to asbestos	40 years from the date of the last entry made in the record.
Health surveillance related to substances that are hazardous to health	40 years from the date of the last entry made in the record.
Health surveillance related to ionising radiation	30 years from the date of the last entry made in the record or until subject reaches the age of 75.
Hearing tests for employees exposed to noise above an exposure limit value	3 years after termination of employment.
Records of consultations with safety representative and committees	6 years from the termination of the company.
Records of tests and examinations of control systems and protective equipment elated to substances that are hazardous to health	5 years from the date on which the tests were carried out.
Register of employees who work with Category 3 and Category 4 biological agents	40 years from the date of the last entry made in the record.
Other employee health records (e.g data necessary for emergency medical care, individual reintegration plans, individual treatment agreements, degree of incapacity for work, required workplace adaptations, eye tests, hearing tests)	3 years after termination of employment.
Other non-employee health and safety records	3 years from the date the record was made.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details at the top of this document if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us following the contact details at the top of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk