

Esh Group is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, workers and contractors.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

What is personal data?

Personal data means any information about an individual from which that individual can be identified. It does not include data where the identity has been removed (anonymous data).

There are special categories of personal data which require a higher level of protection, such as information about a person's health.

Data Protection Principles

Personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

How is your personal data collected?

We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or

background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We may also collect additional personal information during job-related activities throughout the period of you working for us.

The information we hold on you

We will collect, store, and use the following categories of personal data about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- Date of birth;
- Gender;
- Marital status and dependants;
- Next of kin and emergency contact information, and beneficiary information;
- National Insurance number;
- Bank account details, payroll records and tax status information;
- Salary, annual leave, pension and benefits information;
- Start date and, if different, the date of your continuous employment;
- Leaving date and your reason for leaving;
- Location of your workplace;
- Copy of driving licence;
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process);
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships)
- Compensation history;
- Performance information;
- Disciplinary and grievance information;
- Information about your use of our information and communications systems;
- Information about your access and exit to office and site locations via CCTV security footage and electronic fob systems
- We store geo-location activity on your corporate mobile and tablets for the purposes of asset tracking and retrieval
- Photographs for identity badges or Esh promotional literature

We may also collect, store and use the following special categories of personal data, including

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- Trade union membership;
- Information about your health, including any medical condition, health and sickness records.

Why we need your personal data

We need the information above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. We may ask to process your data for other purposes, such as taking photographs, in which case we will ask for your consent.

We process your personal data in the performance of our contract with you when, for example:

- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs);
- Making a decision about your recruitment or appointment;
- Determining the terms on which you work for us;
- Administering the contract, we have entered into with you;
- Conducting performance reviews, managing performance and determining performance requirements;
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.

We process your personal data to enable us to comply with legal obligations when, for example:

- Checking you are legally entitled to work in the UK;
- Enrolling you in a pension arrangement in accordance with our statutory automatic

enrolment duties, and administering that pension arrangement;

- Ascertaining your fitness to work;
- Assessing education, training and development requirements;
- Dealing with legal disputes, including accidents at work;
- Managing sickness absence;
- Complying with health and safety obligations;
- Equal opportunities monitoring (if you have consented to sharing you equal opportunities data);
- To prevent fraud.

You may also choose to sign-up to some optional workplace benefits we offer, such as childcare and cycle to work schemes. When you choose to partake in these optional benefits, we will process your data on the performance of our contract to provide that respective service.

We may also use your personal information where we need to protect your interests, or the interests of another party; or where it is needed in the public interest.

Why we need your special category personal data

We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate Data Protection Policy and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in limited circumstances with your explicit written consent; where we need to carry out our legal obligations or exercise rights in connection with employment; or where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.
- We will use anonymous information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use trade union membership information to register the status of an employee and to comply with employment law obligations.

Do we need your consent?

We do not need your consent if we use special categories of your personal information to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain special category data.

Information about criminal convictions

We may process data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We envisage that we will hold some information about criminal convictions. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We use your personal information in this way to carry out our obligations towards you and the business.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered with you, such as paying you or providing a benefit, or we may be prevented from complying with our legal obligations, such as ensuring the health and safety of our workers.

Change of purpose

We will only use your personal information for the purposes for which we collected it. We won't use your personal information for an unrelated purpose without notifying you. We may need to process your personal information without your knowledge or consent where this is required by law.

Data sharing

We may share your data with third parties and other entities in the Esh Group. We will only share your personal information with third parties where required by law; where it is necessary to administer the working relationship with you; or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are carried out by third-party service providers: pension administration, benefits provision and administration, and training provision.

We may also share your personal information with other third parties in any possible sale or restructuring of the business. In this situation we

will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share your personal information with a regulator or to otherwise comply with the law. This may include making returns to HMRC, disclosures to stock exchange regulators and disclosures to shareholders such as directors' remuneration reporting requirements.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information. We only permit third parties to process your personal data for specified purposes and in accordance with our instructions.

Transferring information outside the EEA

We do not transfer personal data outside of the European Economic Area (EEA).

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Your personal data will only be processed on our instructions and under a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected

it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. This will usually be for the duration of your employment. Records of your personal details, employment contract, payment records, training record, sickness and absence record and health information we will keep for up to six years after the end of your employment. We keep unsuccessful recruitment application forms for up to one year after the recruitment process has ended and may keep pension information for up to 75 years.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Your Data Subject rights

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Under certain circumstances, you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request").
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent** in the limited circumstances where you may have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

If you would like to make a request in regard to any of your data subject rights, please contact:

DataProtection@esh.uk.com

Data Protection management

Mark Sowerby is Esh Group Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact: DataProtection@esh.uk.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

If you have any questions about this privacy notice, please contact: DataProtection@esh.uk.com