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## GDPR PRIVACY STATEMENT- EMPLOYEES

Regulation 45/2001 (herein after the "Regulation") applies to the processing of personal data carried out in the process of selection, recruitment and ongoing employment of Employees, sub-contractors and agency workers at RM Builders and Contractors Ltd. Further to Article 11 and Article 12 of this Regulation, RM Builders and Contractors Ltd provide the data subjects with the following information:

The Data Protection Officer (DPO) is: Eunice Moule, Accounts Director  
Email: accounts@rmbuildersandcontractors.co.uk  
Person designated as being in charge of the processing operation: Human Resources Manager  
Email: hazel@rmbuildersandcontractors.co.uk

The purpose of the processing is to select, recruit and manage the ongoing employment of the staff of RM Builders and Contractors Ltd.

The lawful basis for processing data is:  
Performance of Contract and Legal Requirements  
The categories of data collected and used for the processing operations are:  
Personnel, administrative, financial, regulatory, payroll and business development purposes

The recipients of the data are:  
- Business Administrators  
- Human Resources  
- Accounts

Data subjects have the right of access and the right to rectify the data concerning him or her by contacting the person designated as being in charge of the processing operation. The right of rectification can only apply to factual data.

The time limits for storing the data are the following:  
• For the non-recruited candidates – 1 year  
• For the recruited candidates – duration of contract plus one year

We will not share information about you with third parties without your consent unless the law allows or requires us to. We are required to share some of your personal data with:

- The CITB, NEST, Inland Revenue, Tom-Tom, CCTV, id-direct, RDCS (IT), Training Providers

Should we require you to assist with works in premises where children or vulnerable adults are present, we may be required to share some of your personal data with the DBS.  
Should certain health issues arise we may be required to seek personal data from your GP.  
In both of the above circumstances, we will require your prior written permission.

If you require more information about how we store and use your personal data, please ask the HR Manager or Eunice Moule or see our full Data Protection Policy REM 117.  
If you wish to see a copy of information about you that we hold (Data SAR), Withdraw your Consent for data to be held, or claim the Right to be Forgotten, please contact the HR Manager or Eunice Moule.  
In both of the above, we will respond within 1 month.

I understand and accept the above Privacy Statement:

Name: .....Date:.....

Signature:.....



VAT no. 987569829

Registered in England and Wales no. 7183922

Registered Office: Abacus House, 129 North Hill, Plymouth, Devon PL4 8JY



ALTERATIONS | EXTENSIONS | NEW BUILDS | RENOVATIONS | REPAIRS