

Cotek Papers Ltd - Privacy Notice - Employee

Details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Why do we need your personal data?

Personal data is required to fulfill the requirements of an employment, contractual or service relationship which may exist between you and our organisation.

From our **Employees / Prospective Employees** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Employee Recruitment and Employment	6(1)(b) - we have a contract with the data subject	Indefinite
Legal and regulatory compliance	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Video surveillance	6(1)(f) - it's in our legitimate interest (Business operations and due Diligence)	1 month
Employee monitoring	6(1)(b) - we have a contract with the data subject	Until contract completed
Employee performance management	6(1)(b) - we have a contract with the data subject	Indefinite
Administrative enquiries	6(1)(c) - we have to comply with a legal obligation	Until tax or other retention period expires
Identity verification	6(1)(c) - we have to comply with a legal obligation	Until contract completed

What personal data do we collect?

- Employment History
- Family
- Identification Number
- Location Information
- Name
- Photographs together with Identifiers
- Telephone contact details
- Banking Details
- Visual Images
- Confidential Correspondence
- Education History
- Email, Social Networks
- Employee Performance Data

We collect special category personal data and do so under the following legal basis:

- Health

- 9(2)(a) - Explicit consent of the data subject

Should we intend to use the information for any other purpose, we will always inform you beforehand. We may collect the personal data of children, but this data will be required to maintain records e.g., with tax authorities or medical aid societies.

Who might we share your personal data with?

To maintain and improve our services, your personal data may need to be shared with or disclosed to service providers, other Controllers or, in some cases, public authorities. We may be mandated to disclose your Personal Data in response to requests from a court, police services or other regulatory bodies. Where feasible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information necessary for the required purpose.

We transfer personal data to the following organisations and countries.

Data subject type	Organisation name	Type	Country
Employees / Prospective Employees	Adams Management	Controller	Netherlands
Employees / Prospective Employees	BUPA	Controller	United Kingdom
Employees / Prospective Employees	Brunsdon	Controller	United Kingdom
Employees / Prospective Employees	Charles Russell	Controller	United Kingdom
Employees / Prospective Employees	ELAS Group	Controller	United Kingdom
Employees / Prospective Employees	HMRC	Controller	United Kingdom
Employees / Prospective Employees	HR Champions	Controller	United Kingdom
Employees / Prospective Employees	Hazelwoods	Controller	United Kingdom
Employees / Prospective Employees	Standard Life	Controller	United Kingdom

How do we look after personal data

We limit the amount of personal data collected only to what is fit for the purpose of the employment relationship. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic, and we ask that our employees assist us in these activities. We retain personal data only for as long as is necessary to fulfil the requirements of the employment relationship, respond to requests from employees, or longer, if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

As an employee you have the following rights.

You have the right to request of our company, access to your personal data which we might hold as well as the rights to rectify, erase or restrict the processing of such information. You may make a request for access to your personal data from our company website, or directly to our HR department [here](#) Where you have previously given consent to process your personal data, you have right to request that your personal data be ported (transferred) to a different service provider, or to yourself

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Contact Information (Data Controller)

Cotek Papers Ltd
Draycott
Moreton-in-Marsh
GL56 9JU
United Kingdom
Telephone: +44 1386700488
Company Email: dataprotection@cotek.co.uk

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below.

The Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
international.team@ico.org.uk
+44 1625 545 745
www.ico.org.uk