

Ubico Limited Employee Privacy Notices



**CCTV PRIVACY NOTICE**

**What do we do?**

In order to maintain Health and Safety standards we have CCTV on our vehicles and at Ubico locations.

**For Who?**

We do this for Ubico and for you. We use this to address Insurance claims, Health and safety purposes, to protect our colleagues and for performance management.

**What information do we collect about you?**

We will collect images of you, your vehicle and anything in the vicinity of the camera.

**Why do we collect information about you?**

The CCTV will collect all images within the vicinity of the vehicle. You will be able to see signs that clearly point out CCTV is in operation. We use this for the purpose of capturing any accidents, training purposes, Health and Safety incidents and for performance monitoring.

**Who do we share it with?**

We collect CCTV in our vehicles & depots through our preferred suppliers. This information is automatically overridden after 30 days. We would only download and access this in the event of an incident which related to Health and Safety, insurance Claims or performance management, then the information may be shared with Publica who deal with our insurance, the police or the line manager for the location.

**Who do we collect information from?**

We collect information from our CCTV approved suppliers.

**Is any information transferred outside the EEA?**

No

**What are the consequences if we don't collect the data?**

We would not be able to provide adequate information for insurance purposes, protect our colleagues or monitor our performance.

**Are any decisions about you made by automatic means?**

No

**How long do we keep it?**

Images are automatically overridden after 30 days however we keep all the documentation relating to the insurance Claim for 3 years or for the life of the investigation.

## **DRIVER RECORDS PRIVACY NOTICE**

### **What do we do?**

We collect this information in line with domestic and EU hours to ensure that you do not exceed your driving hours.

### **For Who?**

For you, Ubico, The Traffic Commissioner and the Driver and Vehicle Standards Agency (DVSA).

### **Who do we share it with?**

We may be required to share this with DVSA, The Traffic Commissioner, Police and Health and Safety Executive (HSE) upon request to ensure we are compliant with them.

### **Why do we collect information about you?**

We are required to keep this under the Road Traffic Act and to satisfy our undertakings for our Operators License.

### **What information do we collect about you?**

Name, address, start time, finish time and time on duty.

### **How long do we keep it?**

15 months.

### **Who do we collect information from?**

You

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

We fail in our undertakings to The Traffic Commissioner. We are unable to manage driver hours. Therefore, you could be in breach of driver's hours regulations, or other aspects of the Road Traffic Act.

### **Are any decisions about you made by automatic means?**

No

## **DRIVING LICENCE CHECKS PRIVACY NOTICE**

### **What do we do?**

As part of your roll within Ubico you may be required to drive. In order to ensure that you are able to do so, as part of your employment contract, we will ask you to sign up for driver license checks and vehicle document checks through the Driver and Vehicle Licensing Agency (DVLA) and the chosen driver license validation service provider, who will check your license periodically and notify your manager of any changes which may affect your ability to carry out this role. You will be required to provide copies of your Insurance & MOT if you use your own vehicle for work.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

DVLA and driver license validation service provider for checking and you, your line manager and HR if there are any changes that are unreported by you.

### **Why do we collect information about you?**

We have to ensure that our drivers hold licenses and are permitted to drive.

### **What information do we collect about you?**

Name, address and driver's license number and a copy of your motor insurance policy.

### **How long do we keep it**

The form is sent immediately to the driver license validation service provider and all hard copies are disposed of appropriately via confidential waste. The license checks will continue for the life of your employment providing that you are still required to drive, and we will ask you for your permission every 3 years.

### **Who do we collect information from?**

You, we ask you to complete a form giving consent to have your license checked every 3 years.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

You may not be able to carry out your role, as we cannot ensure that you are fit and legally able to do so.

### **Are any decisions about you made by automatic means?**

No

## **EMPLOYMENT CONTRACT & ICT PRIVACY NOTICE**

### **What do we do?**

When you commence employment with Ubico you are given a contract of employment, this outlines your terms and conditions of employment.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

We will share your information with Publica , the chosen occupational health service provider to ensure you are fit for the role, payroll and pensions to ensure you get paid and with ICT services to make sure you have the necessary tools for the job. We may need to check your driving license through the driver license validation service provider to make sure you are able to travel as part of your job, if applicable, and we hold information to make sure you remain both safe and well.

### **Why do we collect information about you?**

We need information about you so that we can issue you with a contract of employment and ensure you are fully aware of the requirements of the job and to ensure you are set up correctly to carry out your role on ICT systems.

### **What information do we collect about you?**

In order to employ you as a member of the team, we ask you for personal details, such as your name, address, date of birth, national insurance number, driving license number, contact telephone number and medical history.

### **How long do we keep it?**

We keep your information for the life of your employment and all HR files are kept for a further 7 years thereafter.

### **Who do we collect information from?**

You, the occupational health service provider (if a medical assessment is required) and the driver license validation service provider.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

You will not be employed.

### **Are any decisions about you made by automatic means?**

No

## **HEALTH, SAFETY & WELLBEING PRIVACY NOTICE**

### **What do we do?**

As part of our contract with you, we like to make sure that you are safe, well and happy at work.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

We may share your information with the occupational health service provider, the Employee Assistance Programme for your wellbeing, the absence management service provider for your absence, Insurance providers in the event of an accident or ill health retirement. If you have an illness or injury that relates to Reporting of Injuries Diseases and Dangerous Occurrences Regulations, we are required by Law to notify the Health and Safety Executive.

### **Why do we collect information about you?**

We are required to record any health and safety incidents by law, and we like to monitor absences to be aware of any trends that may alert us to a problem.

### **What information do we collect about you?**

If you do hurt yourself or have an accident at work, we will ask you to tell us about it so that we can prevent this from happening to someone else. We ask for your name, address, and details of the accident or injury.

### **How long do we keep it?**

We will hold details around Health and safety for 40 years.

### **Who do we collect information from?**

You and sometimes a third party like a witness. We would collect absence information from the absence management service provider and information can be shared both ways with Publica Ltd.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

We will not be compliant with Health and Safety legislation, and we would not be able to support you effectively as an employer.

### **Are any decisions about you made by automatic means?**

No

## **JOBS & CAREERS PRIVACY NOTICE**

### **What do we do?**

If you would like to work for Ubico then we would like to know about you.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

We will share this data with Publica Ltd who deal with all aspects of our Human Resources. It would also be shared with the Manager responsible for recruiting at Ubico.

### **Why do we collect information about you?**

We ask when you complete an application form that you provide us with personal information about you in order to process your application as part of our recruiting process.

### **What information do we collect about you?**

We ask for your name, address, national insurance number, date of birth, employment and education history, Criminal convictions and data regarding equalities and diversity to ensure we are recruiting fairly. If you are applying for a role which requires you to drive, you will be asked to divulge any driving endorsements.

### **How long do we keep it?**

If you are successful, we would keep your information for the life of your contact and 7 years after your employment ends. If you are unsuccessful, we will hold your information for 6 months.

### **Who do we collect information from?**

We collect this for you.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

If you do not provide the information, you will not be considered for employment.

### **Are any decisions about you made by automatic means?**

No

## **PAY, PENSION & MILEAGE PRIVACY NOTICE**

### **What do we do?**

As part of your employment with Ubico, when you join the company, we ask you for certain personal details in order for us to carry out services associated with your employment.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

We share your information with Publica as they carry out the function of payroll on behalf of Ubico. We also share this with the company who provide your workplace pension.

### **Why do we collect information about you?**

We ask you for your personal details, we do this in order to pay you and arrange for your workplace pension, tax deductions and National Insurance contributions.

### **What information do we collect about you?**

We ask you to provide personal information such as name, address, National Insurance number, driving license number and bank account details.

### **How long do we keep it?**

We are required to keep all your information for the life of your employment contract and for 7 years following the termination of your employment contract.

### **Who do we collect information from?**

We collect this information directly from you.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

You will not get paid.

### **Are any decisions about you made by automatic means?**

No

## **PERSONNEL RECORDS PRIVACY NOTICE**

### **What do we do?**

We hold all your information on a personal file, this is to keep all your information safe.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

We may be required to share this with your direct line manager or supervisor in cases of emergency or in order to address aspects of your role.

### **Why do we collect information about you?**

We use this so we can hold essential information on you that enables us to fulfil all aspects of your employment with us.

### **What information do we collect about you?**

We hold information on you, your training records, next of kin, absence, any letters, or meeting notes following interaction with you.

### **How long do we keep it?**

We keep your information for the life of your employment and all HR files are kept for a further 7 years thereafter.

### **Who do we collect information from?**

You, your Line Manager and Publica Ltd.

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

We will not be able to manage all elements of your employment effectively.

### **Are any decisions about you made by automatic means?**

No



## **SICKNESS PRIVACY NOTICE**

### **What do we do?**

As part of your employment with Ubico you are contracted to work a set number of hours, on occasions you may not be able to work due to illness or other circumstances.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

Ubico employs an absence management service provider to operate the function of absence management on behalf of Ubico and where provisions are required to assist you back to work, we share your information with our occupational health service provider and the Employee Assistance Programme, information may also be shared with Insurance providers in the event of an accident or ill health retirement We would share this information with your line manager and Human Resources supplied by Publica Ltd.

### **Why do we collect information about you?**

We will need to be aware of this so that we can make arrangements to cover you and discuss any requirements or provisions to get you back to work once you are well again. We also like to monitor our absence rates.

### **What information do we collect about you?**

We ask you to provide details of your name, job role, date of birth details of the cause of your absence, how long you think you will be absent and why.

### **How long do we keep it?**

We keep your information for the life of your employment and all HR files are kept for a further 7 years thereafter.

### **Who do we collect information from?**

You

### **Is any information transferred outside the EEA?**

No

### **What are the consequences if we don't collect the data?**

We are not able to support you effectively during your absence and return to work. We may not be compliant with various employment legislation depending on the circumstances surrounding your absence and we are not able to effectively monitor our company absence.

### **Are any decisions about you made by automatic means?**

No

## TRAINING RECORDS PRIVACY NOTICE

### **What do we do?**

We invest in you as an employee through training. In order for us to ensure that you are completing this we require a level of commitment from you.

### **For Who?**

For you and Ubico.

### **Who do we share it with?**

HR (Publica), Line Manager and Supervisor.

### **Why do we collect information about you?**

We collect this information so that we can keep a record that you have received adequate training to equip you to carry out your job in accordance with your employment.

### **What information do we collect about you?**

Name, address, drivers' license (if required) and ADR Hazmat License (if required).

### **How long do we keep it?**

Life of employment as a training record and 7 years thereafter on your personnel file.