

Skratch Enterprises Limited Privacy Policy

Document Version 1

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For any queries relating to use of data please contact:

Skratch Enterprises Limited

Address: Unit 37-38 Ketley Business Park, Telford, Shropshire, TF1 5JD

Phone Number: 01952 872360

Email: headoffice@skratchav.com

Personal data we collect

Skratch Enterprises Limited collects data from individuals through the necessity of employment law, Health and Safety records and required data to meet the compliance stipulations of organisations such as insurance providers.

We will only collect the data required and dispose of this data once it is no longer required by legal process.

All data is stored electronically except for employee training records which must be stored in duplicate paper copy for the purpose of passport-to-work on construction sites.

A full list of the personal data gathered and stored by Skratch Enterprises Limited is detailed in the following section 'The Type of Personal Information We Collect'

The type of personal information we collect

Data Description	Data Stored Location	Reason for Data Storage	Data Storage Period	Digital or Paper Copy
Employees Date of Birth	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Employment Law	3 Years	Digital
	Birthday Calendar	Birthday Wishes	Deleted on departure from the business	Digital
EHIC / GHIC Cards	HR Folder - EHIC Cards	Employment Law	3 Years	Digital
	Training Certificate Folder	Travel Insurance	3 Years	Paper
	Individual HR Folders	Employment Law	3 Years	Digital
Passports and Birth Certificates	HR Folder - Passports & Birth Certs	Employment Law	3 Years	Digital
	Individual HR Folders	Employment Law	3 Years	Digital
National Insurance Number	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Employment Law	3 Years	Digital
Bank Details	New Starter Form	Payroll Records	6 Years	Digital
	Online Banking System	Payroll Records	Deleted on departure from the business	Digital
Home Address	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Employment Law	3 Years	Digital
	Big Change CRM for Engineers	Vehicle Tracking	Deleted on departure from the business	Digital
Personal Mobile & Home Contact Numbers	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Employment Law	3 Years	Digital
	Whos Off	Employment Law	Deleted on departure from the business	Digital
Emergency Contacts (Name and Number)	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Employment Law	3 Years	Digital
	Whos Off	Employment Law	Deleted on departure from the business	Digital
Driving License Number	New Starter Form	Employment Law	3 Years	Digital
	Employee Register	Vehicle Checks for Insurance	3 Years	Digital
HMRC New Starter Checklist	Individual HR Folders	Employment Law & Payroll Records	6 Years	Digital
Health Information	New Starter Form	Employment Law	3 Years	Digital
	Emails saved in Individual HR Folders	Employment Law	3 Years	Digital
Personal & Professional Reference Details	New Starter Form	Employment Law	3 Years	Digital
P45's	HR Folder - P45	Employment Law	3 Years	Digital
	Individual HR Folders	Employment Law	3 Years	Digital
Employee Emails Address & Passwords	Password Register - HR	Internal Records	No end date	Digital
Payslips & Payroll Summary	Payroll Folder	Payroll Records	6 Years	Digital
Employee Furlough Letters	HR Folder - Furlough	Employment Law	6 Years	Digital
Employee Training Certificates	Training Certificate Folder	HSE	6 Years	Paper
	Staff Training Records Folder	HSE	6 Years	Digital
Driving Convictions	Employee Register	Insurance Requirement	Deleted on departure from the business	Digital

We may share this information with:

Our accountants for Payroll:

D.E Ball & Co Limited, Chartered Accountants and Business Advisors.

<https://www.deball.co.uk/>

Or our HR & HSE Consultants:

MBO Safety Services

<https://mbosafetyservices.co.uk/>

Why do we store this information:

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting hr@skratchav.com
- We have a legal obligation to collect data in order to satisfy UK Employment Law
- A Legitimate Interest where;
 - vehicle tracking details are logged in order to schedule jobs and monitor drivers working hours.
 - Employee Banking Details are recorded in order to make salary and expense payments for the duration of the employment contract.
 - Driving related criminal convictions for the purpose of our fleet insurance requirement.

How we store your personal information

Your information is securely stored digitally and securely within a business management system only accessible to the management team requiring access to manage the data for the purposes of legal or compliance stipulations.

Data Storage periods varies with the type of data, purpose and legal requirement. The standard storage period is detailed in the table within the 'The Type Of Personal Information We Collect' section.

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 will respond within 30 days.

Please contact us at hr@skcratchav.com 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 at hr@skratchav.com.

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>

This Privacy Policy will be reviewed in line with changes in legislation and updated in accordance with current GDPR regulations.