

Money Penny Productions





Moneypenny Productions

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Employee Privacy Policy

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PRIVACY POLICY

1. ABOUT THIS POLICY

1.1 During the course of our activities we, Money Penny Productions, will process personal data (which may be held on paper, electronically, or otherwise) about our staff and we recognise the need to treat it in an appropriate and lawful manner, in accordance with the General Data Protection Regulation (GDPR). The purpose of this policy is to make you aware of how we will handle your personal data.

2. DATA PROTECTION PRINCIPLES

2.1 We will comply with the six data protection principles of the GDPR, which say that personal data must be:

- (a) Processed fairly, lawfully and be transparent.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Retained only for as long as necessary.
- (f) Processed with integrity and confidentiality.

2.2 "Personal data" means recorded information we hold about you from which you can be identified. It may include contact details, other personal information, expressions of opinion about you or indications as to our intentions about you. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

3. FAIR, LAWFUL AND TRANSPARENT PROCESSING

3.1 We will usually only process your personal data where you have given your consent or where the processing is necessary to comply with our legal obligations. In other cases, processing may be necessary for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

You have the right to:

- (a) Request access to any personal data we hold about you.
- (b) Prevent the processing of your data for direct-marketing purposes.
- (c) Ask to have inaccurate data held about you amended.

4. HOW WE ARE LIKELY TO USE YOUR PERSONAL DATA

4.1 We will process data about staff for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer, for example to pay you and monitor your performance.

4.2 We may process sensitive personal data relating to staff including, as appropriate:

- (a) information about your physical or mental health or condition in order to monitor sick leave and take decisions as to the employee's fitness for work;
- (b) in order to comply with legal requirements and obligations to third parties.

5. PROCESSING FOR LIMITED PURPOSES

We will only process your personal data for the specific purpose or purposes notified to you or for any other purposes specifically permitted by the GDPR.

6. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you.

7. ACCURATE DATA

We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.

8. DATA RETENTION

We will not keep your personal data for longer than is necessary for its intended purpose. This means that data will be destroyed or erased from our systems when it is no longer required. Please note personnel files will be kept for 6 years after employment ceases, this is to cover any breach of contract claims that could occur in that time frame.

9. PROCESSING WITH INTEGRITY AND CONFIDENTIALITY

9.1 We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

9.2 We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

9.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

9.4 We will not disclose your personal data to a third party without your consent unless we are satisfied that they are legally entitled to the data.

10. SUBJECT ACCESS REQUESTS

If you wish to know what personal data we hold about you, you must make the request in writing to the accounts department. We will endeavour to respond in a timely manner.

11. BREACHES OF THIS POLICY

If you consider that this policy has not been followed in respect of personal data about yourself or others you should raise the matter with your line manager. Any breach of this policy will be taken seriously and may result in disciplinary action.