

Employee Data Protection Policy

1. Policy Statement

This policy describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). We encourage you to read this policy carefully, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. It applies to all employees.

2. Purpose

Keltech Engineering is committed to protecting the privacy and security of your personal information. We are a data controller. This means we are responsible for deciding how we hold and use personal information about you. This notice explains to you what decisions we have taken in relation to that information.

3. Responsibilities

- 3.1. Employees are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 3.2. We have appointed a Data Protection Officer (DPO) to oversee compliance with this policy. If you have any questions about this policy or how we handle your personal information, please contact the Martin Freyne, IT Officer.
- 3.3. As a data controller, we are responsible for deciding how we hold and use personal information about you. This policy explains to you what decisions we have taken in relation to that information.

4. Scope

- 4.1. All employees of Keltech

5. General Data Protection Principles

- 5.1. In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:
 - 5.1.1. Used lawfully, fairly and in a transparent way.
 - 5.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - 5.1.3. Relevant to the purposes we have told you about and limited only to those purposes.
 - 5.1.4. Accurate and kept up to date.
 - 5.1.5. Kept only as long as necessary for the purposes we have told you about.
 - 5.1.6. Kept securely.

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6. Legal Basis for Processing

6.1. In order to collect and process personal data “lawfully”, Keltech must have a legal basis for doing so. There are six available legal bases for processing. No single basis is ‘better’ or more important than the others – which basis is most appropriate to use will depend on the purpose and the relationship with the individual. The six legal bases, set out in Article 6(1) of the GDPR, are as follows:

6.1.1. **Consent:** The individual has given clear consent for Keltech to process their personal data for a specific purpose.

6.1.2. **Contract:** The processing is necessary for a contract Keltech has with the individual, or because they have asked Keltech to take specific steps before entering into a contract.

6.1.3. **Legal obligation:** The processing is necessary for Keltech to comply with the law.

6.1.4. **Vital interests:** the processing is necessary to protect someone’s life.

6.1.5. **Public task:** The processing is necessary for Keltech to perform a task in the public interest or for its official functions.

6.1.6. **Legitimate interests:** The processing is necessary for the legitimate interests of the Keltech or a third party.

7. The Kind Of Information We Hold About You

7.1. We will collect, store, and use a variety of categories of personal information about you. Those categories are detailed in the Schedule to this policy. We may also collect, store and use “special categories” of more sensitive personal information, which are also detailed in the Schedule to this policy.

8. How Is Your Personal Information Collected

8.1. We collect personal information about our employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from third parties including former employers. We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

9. How We Will Use Information About You

9.1. We will only use your personal information when the law allows us to and as detailed in the Schedule to this policy.

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10. If You Fail To Provide Personal Information

10.1. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

11. Change Of Purpose

11.1. We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

12. Do we need your consent to use particularly sensitive information?

12.1. We do not need your consent if we use your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

13. Why might you share my personal information with third parties?

13.1. We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law. However, we will only share your personal information with third parties where required by law.

14. Data security

14.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the DPO. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

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15. Data retention

15.1. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are set out in the Schedule to this policy. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

16. Your duty to inform us of changes

16.1. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

17. Your rights in connection with personal information

17.1. Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

17.2. Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

17.2.1. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

17.2.2. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

17.2.3. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

17.2.4. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

17.2.5. Request the transfer of your personal information to another party.

17.3. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the DPO.

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17.4. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

18. Schedule

18.1. In this schedule Keltech has established retention or destruction schedules for specific categories of records, this is done to ensure legal compliance.

Personnel Records		
Record	Retention Period	Basis
Employee applications and resumes	1 Year and 1 Day or where successful, for the duration of the employment plus 3 years from date of termination of employment.	Legal Basis to Execute Contract
Employee offer letters (and other documentation regarding hiring, promotion, demotion, transfer, termination or selection for training)	1 Year and 1 Day or where successful, for the duration of the employment plus 3 years from date of termination of employment.	Legal Basis to Execute Contract and facilitate returning employees and employees seeking training records for new employer (training certificates generally last 3 years).
Records relating to background checks on employees	1 Year and 1 Day or where successful, for the duration of the employment plus 3 years from date of termination of employment.	Legal Basis to Execute Contract
Employment contracts; employment and termination agreements	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract
Injury and Illness Incident Reports and related Annual Summaries; Logs of work-related injuries and illnesses	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract and Vital Interest to ensure employee safety and wellbeing.
Job descriptions, performance goals and reviews;	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract

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Written allegations/complaints	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract and Vital Interest to ensure employee safety and wellbeing.
Log and Summary of Occupational Injuries and Illnesses	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract and Vital Interest to ensure employee safety and wellbeing.
Injury and Illness Incident Reports and related Annual Summaries; Logs of work-related injuries and illnesses	Duration of the employment plus 3 years from end of calendar year from date of termination of employment.	Legal Basis to Execute Contract and Vital Interest to ensure employee safety and wellbeing.

Payroll Records		
Record	Retention Period	Basis
Employee records with information on pay rate or weekly compensation	7 Years from end of calendar year.	Legal Basis to Execute Contract
Employee tax records	7 Years from end of calendar year.	Legal Basis to Execute Contract
Time reports	7 Years from end of calendar year.	Legal Basis to Execute Contract
Superannuation / Pension/ Retirement records	7 Years from end of calendar year.	Legal Basis to Execute Contract
Payroll registers (gross and net)	7 Years from end of calendar year.	Legal Basis to Execute Contract
Clock in times; wage rate tables; pay rates; work and time schedules; earnings records; records of additions to or deductions from wages; records on which wage computations are based	7 Years from end of calendar year.	Legal Basis to Execute Contract