**How will your information be used?**

As your employer, TheLightBulb Limited (TLB) needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately: during the recruitment process; whilst you are working for us; at the time when your employment ends and after you have left.

This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records. These records are held as a paper record contained in a locked cabinet to which only the HR Officer and Directors have access, as well as in a secure electronic filing system. Information on holiday records, personal contact details (including emergency contact details) and absences are held on the electronic HR filing system to which only the HR Officer and Directors have access.

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay.

Where we process special categories of information relating to your racial or ethnic origin, religious and philosophical beliefs or sexual orientation, these will be collected anonymously for monitoring purposes. Only the HR officer will collect this data and anonymize this, forms will then be destroyed securely.

In addition, where we feel necessary, we monitor computer and telephone use as detailed in our IT User Policy.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider, pension or if appropriate insurance provider.

Your personal data will be stored for a period of six years after you have ceased employment with TLB. Data relating to PAYE, maternity pay or SMP will be kept for three years after you leave TLB.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

**Your rights**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

In return, we ask you to help us keep your information reliable and up to date by:

* Giving us accurate and up to date information.
* Telling us as soon as possible if there are any changes, such as a new address or phone number.

**Identity and contact details of controller and data protection officer**

TLB is the controller and processor of data for the purposes of the DPA 2018 and GDPR.

If you have any concerns as to how your data is processed you can contact the Data Protection Team on 01268 270648 or info@thelightbulb.net

**Employee Consent**

I confirm that I have read the information contained in this form, understand why TLB is required to collect and process data in relation to my employment with the organisation and that I give my consent for my personal data to be collected and processed by TLB in the ways outlined above.

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| --- | --- |
| Employee Name:  |  |
| Employee Signature: |  |
| Date of Consent:  |  |