

## Privacy Notice for Employees

MJ Gleeson plc and its associated companies and undertakings (“Gleeson”) is committed to respecting your privacy.

Please read the following notice to understand how your information will be treated. This notice may vary from time to time so please check it regularly.

This Gleeson privacy notice applies to all personal information that you or a third party provide to us person.

By providing Gleeson with information or using our website you agree to be bound by this notice in respect of the personal information collected about you.

### Data Protection

As a data controller we take data protection seriously and comply with all relevant legislation when handling any personal information given or received from you or third parties.

### This is the personal data we collect, why we’re allowed to process it and how long we keep it

Who	Past employees	Present employees	Prospective employees
<b>What</b> (Personal Data)	Contact details, employment, training, medical, ethnicity and disability records, bank / payroll details and CCTV/ photographic images.	Contact details, employment, training, medical, ethnicity and disability records and bank / payroll details CCTV/photographic images.	Contact details and employment history.
<b>Where / How</b> (Source)	Contract of employment, HR forms and records, post-employment information provided by the employee or their, cameras and CCTV.	Contract of employment, HR forms and records, payroll forms, cameras and CCTV.	Enquiry letters and CV's

<b>Why</b> (rationale / legal basis)	To meet our contractual, legal and statutory obligations, to assist you or your representatives with any post-employment matters, for security and crime prevention and to serve our legitimate business interests.	To protect your rights, pay you, meet our contractual, legal and statutory obligations, ensure your records are current, to serve our legitimate business interests and for security and crime prevention	To assess your suitability for the role(s) you have applied for, to progress your enquiry and to serve our legitimate business interests.
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<b>How long we keep data</b>	Contact details, employment, training and medical records will be retained until 3 years after your date of death. Ethnicity and disability information will be retained for 12 months after leaving. Bank and payroll details will be retained for 6 months or longer if additional payments are anticipated. Payroll information, expense payments and account details to which they were made will be retained for 7 years. Documentation in relation to a post-employment matter will be destroyed once the matter is concluded absolutely.	Information is retained for 12 months from the duration of your employment. On completion of your employment, your records will be retained in accordance with the Data Retention Policy for 'Past Employees'
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**We use Cookies**

Please [click here](#) to view the Gleeson Cookie Policy.

**This is how we share your personal data**

We may share your personal data within the Gleeson group of companies.

We store data using third party providers in both digital and paper form. We also share your data with a range of service providers including but not limited to HMRC, pension and health providers and software and applications service providers.

## Storage of your personal data

We will store digital or hard copy data on our premises or it may be transferred to a secure third party facility for storage. We will keep your information secure by taking appropriate technical and organisational measures.

Your personal data may be processed both within the European Economic Area ("EEA") and outside the EEA. If we process your personal data at a destination outside the EEA we confirm that we have appropriate contracts in place with any third parties based outside the EEA to ensure your data is processed in accordance with applicable data protection laws.

## Links from our website

If you reach our website via an external link or click a link to an external site from our website our Privacy Notice will not apply. We are not responsible for the accuracy of third party websites.

## Your Rights

Gleeson wants to keep your personal information up to date but will rely on you to advise us if any of the information given has changed.

You have the following rights with respect to your personal data:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

## Our company registration and data processing registration details

Gleeson Homes and Gleeson Strategic Land operate as divisions of MJ Gleeson plc from the following subsidiary companies:

<b>Gleeson company</b>	<b>Company registered number</b>	<b>Data protection registered number</b>
MJ Gleeson plc	9268016	ZA113503
Gleeson Developments Ltd	848808	Z7561821
Gleeson Regeneration Ltd	3920096	Z7561849
Gleeson Developments (North East) Ltd	3867699	ZA181177
Gleeson Strategic Land Ltd	5181745	ZA249157

The registered address of all Gleeson companies is:

6 Europa Court  
Sheffield Business Park  
Sheffield  
S9 1XE

### **Information Commissioner's Office**

You may contact the Information Commissioner's office to log a complaint either via their website: [ico.org.uk](http://ico.org.uk) or by calling 0303 123 1113.

### **Changes to this Privacy Notice**

We are regularly updating our Privacy Notice and any changes made to this Notice will be posted on our website.

### **Questions**

If you have any questions or complaints relating to how we use your personal information, or if you wish to exercise any of your rights regarding your personal information, please or write to us at the following address and enclose appropriate identification in order that we may confirm your identity:

Data Protection  
MJ Gleeson plc  
6 Europa Court  
Sheffield Business Park  
Sheffield  
S9 1XE

This Policy was last updated on 21<sup>st</sup> May 2018.

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