



## PRIVACY NOTICE - Employees

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### Purpose of Notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (Data Protection Legislation).

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### About Us

Frontier Pitts is the British Manufacturer of HVM & Security Gates, Barriers, Blockers, Bollards & Turnstiles. We are delighted that you have shown interest in our company. The following policy includes the importance of data security and data protection. We are registered in England and Wales as a limited liability company under registration number 2582463. Registered office: Crompton House, Crompton Way, Crawley, RH10 9QZ.

### Existing and former Frontier Pitts Limited (FP Ltd) employees

For the purpose of the Data Protection legislation and this notice, FP Ltd is the data controller. This means we are responsible for deciding how we hold and use the personal data you provide during your employment with FP Ltd. If you have any queries about how we handle your information, please contact us at [hadmin@frontierpitts.com](mailto:hadmin@frontierpitts.com)

### What will we do with the information you provide to us?

All of the information you provide during your employment will only be used for the purpose of position, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you.

### Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend additional interviews – or a combination of these.



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Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by FP Ltd.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

### Data we hold or may request from you

Information held in your personal file is as follows, we may require you to provide us with updates during your employment:

- Proof of your identity – you may be asked to attend our office with original documents we will take copies.
- Proof of your qualifications – you may be asked to attend our office with original documents, we will take copies.
- You may be asked to complete a criminal records declaration to declare any unspent convictions.
- We will on your behalf complete an online applications required for High Security Customer Sites.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).
- We will ask you to complete our New Employee form containing your Personnel information
- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- We may ask for your consent to Record Meetings or telephone calls

### Disclosure and Barring Service (Disclosure of Scotland)

Some roles require a level of security clearance therefore we will carry out a Government Security Check, this Security Check is carried out via an online submission form at <https://www.gov.uk/dbs-update-service>. The information required will include, your name, NI Number, Address, a copy of your Passport or driving license and a copy of a utility bill.

### Independent Security Checks

Some customers require a higher level or independent security clearance. If this is the case, then you will be asked to submit the required information to FP Ltd where it will be controlled and submitted to the customer.

If you have completed an additional security check, the information will be held on your personnel file.



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### Prime Payroll Services

Relevant details about you are shared with Prime Payroll Services who provide payroll services to FP Ltd. This will include your name, bank details, address, date of birth, National Insurance Number and salary.

### NEST

Likewise, your details will be provided to NEST who are the administrators of the State Pension Scheme, of which FP Ltd is a member organisation. You will be auto-enrolled into the pension scheme after 3 months of continual employment and the details provided to NEST will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to NEST at this time.

### AEGON

Likewise, for those employees with a pension scheme with the provider Aegon, of which FP Ltd is a member organisation. The details provided to AEGON will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to AEGON at this time.

### Data Retention

The information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

Information generated throughout your employment, for example interview notes, review notes, disciplinarys are retained by us for the duration of your employment and up to 6 years following the end of your employment.

When assessing what retention period is appropriate for your personal data, we take into consideration:

- The requirements of our business and the services we provide
- Any statutory or legal obligations
- The purpose for which we originally collected the personal data
- The lawful grounds on which we based our processing
- The types of personal data we have collected
- The amount and categories of your personal data



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- Whether the purpose of the processing could reasonably be fulfilled by other means

### Change of Purpose

Where we need to use your personal data for another reason, other than for the purpose we collected it, we will only use your personal data where that reason is compatible with the original purpose.

### Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

### Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details [hradmin@frontierpitts.com](mailto:hradmin@frontierpitts.com)

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

### Complaints or queries

FP Ltd tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of FP Ltd 's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us in our capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

### Access to personal information



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FP Ltd tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to FP Ltd for any personal information we may hold you need to put the request in writing addressing it to our HR Department or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Information Governance department.

### Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies. Further information is available in our Information Charter about the factors we shall consider when deciding whether information should be disclosed.

You can also get further information on:

- agreements we have with other organisations for sharing information;
- circumstances where we can pass on personal data without consent for example, to prevent and detect crime and to produce anonymised statistics;
- our instructions to staff on how to collect, use and delete personal data; and
- how we check that the information we hold is accurate and up to date.

### Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 11<sup>th</sup> Feb 2022



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### How to contact us

If you want to request information about our privacy policy, you can [email us](#) or write to:

Frontier Pitts Ltd  
Crompton house  
Crompton Way  
Crawley  
West Sussex  
RH10 9QZ

**[hradmin@frontierpitts.com](mailto:hradmin@frontierpitts.com)**