

Policy Name: Privacy Policy

Policy Reference: GRC-POL-008

Version: v007

Date: 06/02/2024

Author:

Owner: Group Systems

Revision History:

Revision No.	Date	Summary of changes	Reviewer
v007	06/02/24	Merged into new format, pending changes by new external DPO.	Jack Garratt

Policy Statement

TIEVA is committed to protecting the privacy and security of personal information. This privacy statement sets out:

- what personal data TIEVA processes about its employees, workers and contractors, the reason it processes that personal data, its legal basis for processing that personal data, and how long it will process it for;
- who to contact in the event that you have any queries relating to your personal data;
- who TIEVA may share staff personal data with; and
- what rights you have in relation to your personal data, and how to exercise them.

Where we refer to “you” or “your”, we are referring to you as a member of staff of TIEVA.

This privacy statement applies to current and former employees, workers and contractors. This privacy statement does not form part of any contract of employment or other contract to provide services and we may update this privacy statement at any time.

It is important that you read this notice, 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.

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries outside the EU without adequate protection.

Contact Details

We have included below details of who to contact in the event that you have any queries relating to your personal data.

Data controller, address and registered number:

We, TIEVA, are the data controller. We are a limited company registered in England under company number 09536934, with our registered office is at The Mill II, Holly Park Mills, Leeds, LS28 5QS

Contact name: IT Manager, Jack Garratt, jack.garrat@tieva.co.uk Telephone: 0333 043 0333

Processing of Personal Data

Please find attached at Schedule 1 details regarding the data to be processed, the purpose for which the personal data are intended to be processed, our lawful basis for processing. Details of how long TIEVA retain personal data can be found in the TIEVA Record Retention and Disposal Policy.

Where multiple retention periods apply to one category of data, the retention period will be the longest one (although we will stop using that category of data when the retention period for that purpose expires).

With regards to the items processed on the lawful basis of our legitimate interests, you may have the right to object to such processing. To exercise your right to object, please see the section titled “Your rights” below. Note however we may not honour your objection where we require that personal data to bring or defend a legal claim.

Persons with whom we may share your data:

In general, access to your personal data will be restricted to those who have a need to access it in order to carry out their duties (for example but not limited to, our HR, Payroll and Management team). However, we will also share your personal data with the following external third parties in some circumstances:

- regulators and government authorities such as HMRC or the police, if we are required to do so by law or if the regulator or authority requests it and we regard that request as reasonable;
- our insurers, legal advisers or other third parties who need access to it in the context of managing, investigating or defending claims or complaints;

Your Rights (with effect from 25 May 2018)

The law gives you certain rights in respect of the personal data that we hold, which you should be aware of:

- You have the right to obtain your personal data from us except in limited circumstances. Where we provide it, the first copy will be free of charge, but we reserve the right to charge a small fee for additional requests;
- You have the right to require us to rectify any inaccurate personal data we hold concerning you;
- Taking into account the purposes of the processing, you may also have the right to have incomplete personal data completed, by means of providing a supplementary statement or otherwise;
- You have the right to require us to erase your personal data on certain limited grounds (including where they are no longer necessary for the purpose for which they were collected or where you withdraw your consent and there is no other legal ground for the processing);
- Where we process personal data either on the basis of consent or contractual necessity, you provided the personal data to us, and we process that personal data by automated means, you have the right to require us to give you your data in a commonly used electronic format;
- You have the right to object to our processing of personal data which we process on the grounds of our legitimate interests, although we do not always have to honour your objection – we can refuse to cease processing where we have a compelling legitimate ground that outweighs your interests, or if we need the data to bring or defend a legal claim;
- You have the right to require us to restrict the processing of your personal data on certain grounds, including where:
 - you contest the accuracy of the personal data and want us to restrict processing of your personal data while we verify its accuracy;

- the processing is unlawful, but you request a restriction of the processing rather than erasure;
- we (as controller) no longer need the data for the purposes of the processing, but you have told us you require us to retain that personal data for you to establish, exercise or defend legal claims; or
- you have objected to us processing your personal data on grounds of legitimate interests and want us to restrict processing of your personal data while we consider your objection.

If you would like to exercise any of these rights, please contact us using the details set out at the top of this notice.

If We Can't Remedy an Issue You Have

Should you have any complaints or issue with our treatment of your personal data, you may lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk>).

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.



APPENDIX ONE - SCHEDULE 1

Type of personal data:	Purpose:	Lawful basis for the processing:
<p>Upon application Name, date of birth, home/personal contact details</p> <p>Employment history, including absences, and referee details</p> <p>Education, qualification and experience details</p> <p>Details of any CCJs [or convictions]</p> <p>Mobility details including driving licence details</p> <p>Work entitlement and immigration status</p> <p>Medical history and any specific requirements</p>	<p>Upon application: processing your application</p> <p>Following application: to ascertain your suitability for future roles</p>	<p>Ordinary personal data: our legitimate interest of (a) before your appointment, assessing your suitability for the role; and (b) after your appointment or if not appointed, in ascertaining your suitability for future roles.</p> <p>Sensitive personal data: compliance with legal obligations in the field of employment, social security and social protection law.</p>
<p>Upon Employment Name, date of birth, home/personal contact details, next of kin and salary.</p> <p>Your employment contract and related documents.</p> <p>Details of any CCJs or convictions</p> <p>Your training, review and appraisal records.</p> <p>Annual leave records.</p> <p>Your driving licence details and driving records</p>	<p>During your employment: administration of your employment.</p> <p>After your employment: defending legal claims.</p>	<p>During your employment, non-sensitive data: necessary for the performance of your employment contract.</p> <p>Failure to provide this personal data will mean we are unable to employ you.</p> <p>During your employment, sensitive data: compliance with legal obligations in the field of employment, social security and social protection law.</p> <p>After your employment, non-sensitive data: necessary for our legitimate interest of establishing, exercising or defending legal claims.</p>

Information relating to salary advances or loans, deductions from third parties		After your employment, sensitive data: necessary to establish, exercise or defend legal claims
Payroll information, including PAYE, NI and Pension records.	Compliance with our legal obligations.	During your employment: necessary for compliance with our legal obligations. After your employment: necessary for our legitimate interest of establishing, exercising or defending legal claims.
Computer log-in and log-off times, along with browsing history	Compliance with our IT policies	Necessary for our legitimate interest of protecting the security of its IT infrastructure.
Death Benefit Nomination and Revocation Forms, medical insurance benefit forms	During your employment: administration of your employment. In the event of payment: defending legal claims.	During your employment: necessary for the performance of your employment contract. We will be unable to provide these benefits without this personal data. After your employment: Necessary for our legitimate interest of bringing or defending legal claims.
Immigration checks including passports, birth certificates and work permits	Compliance with our legal obligations.	Necessary for compliance with our legal obligations in the field of employment, social security and social protection law.
Information relating to your physical or mental health.	Monitoring sick leave.	Necessary to comply with our legal obligation to not unlawfully deduct wages.
	Taking decisions as to your fitness for work. Taking decisions as to occupation health measures that need to be put in place.	Necessary for the assessment of your working capacity.
Maternity records, paternity, adoption and parental leave records	Compliance with our legal obligations.	Necessary for compliance with our legal obligations in the field of

		employment, social security and social protection law.
Information relating to your racial or ethnic origin, your religious or philosophical beliefs, or your sexual orientation	Monitoring compliance with equal opportunities legislation.	Our legitimate interest of bringing or defending legal claims.
Information relating to accidents you have at work, which may include information relating to your physical or mental health.	Defending legal claims.	Where the data is ordinary personal data: our legitimate interest of bringing or defending legal claims. Where the data is sensitive personal data: necessary for bringing or defending legal claims.

APPENDIX TWO – PRIVACY STATEMENT

TIEVA Privacy Policy update v001 August 2019

The Privacy Policy

The purpose of this policy is to explain how we control, process, handle and protect your personal information through the business and whilst you browse or use this website – [Home - TIEVA](#) and [Login \(apexio.co.uk\)](#). We are registered with the ICO under the Data Protection Register, our registration number is: ZA258705.

Definitions:

- "I", "our", "us", or "we" refer to the business, TIEVA
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Regulations.
- DPA means the Data Protection Act 2018.
- PECR means Privacy & Electronic Communications Regulations 2003.
- ICO means Information Commissioner's Office.

Your personal data

Information is collected purely to track visitor use of this website and to compile statistical reports on website activity. We collect information when you place an order for products or services and we may collect additional information when you voluntarily subscribe to our newsletter, complete customer surveys, provide feedback and/or participate in promotions or events of interest to you. You can at any point [unsubscribe](#) from our mailing lists which we will action within 2 working days. It is our policy to ensure that customer information is kept private and secure at all times and treated in accordance with the DPA, GDPR and PECR.

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you.

In processing your order, we may send your details to, and use information from credit reference agencies and fraud prevention agencies.

The e-commerce function of this website uses cookies to update customer information, preferences, basket entries and pending orders.

Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device/computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, and to display relevant adverts or content referred you to a third-party website. Some cookies are required to enjoy and use the full functionality of this website, and some cookies will be saved for specific time periods, where others may last indefinitely. Please visit www.aboutcookies.org or www.allaboutcookies.org for further information.

How to access and control your personal data

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address:

TIEVA
The Mill II
Holly Park Mills
Leeds
LS28 5QS

Telephone: 0333 043 0333.

E-mail: hello@tieva.co.uk.

For domain related abuses issues or domain related complaints, please email us at abuse@tieva.co.uk. We aim to respond to any query or request within 2 working days.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage your information. Our methods meet the DPA compliance requirements.

Email marketing messages & subscription

Under GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the 'Your personal data' section above. Any email marketing messages we send are done so through an EMS. An EMS is a third-party service provider of software/applications that allows marketers to send out email marketing campaigns to a subscribed list.

Email marketing messages that we send may contain tracking beacons/tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages.

Any email marketing messages we send are in accordance with the DPA, GDPR and the PECR. You have the right to opt out at any time by using the unsubscribe links in emails or contacting us directly at hello@tieva.co.uk.

Revision

This policy will be reviewed and revised annually or at such earlier time as operational requirements demand

Date of Issue: February 2024

Date of Next Review: February 2025

