



## Employee Privacy Notice

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Date written: 27<sup>th</sup> October 2023

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# **Welcome to the Central Computer Management Ltd Employee Privacy Notice**

This information has been produced to help you understand everything you need to know about the way Central Computer Management Ltd collects, uses, and shares personal data, what your legal rights are and how to exercise them.

We hope you'll take some time to read this document; we've tried to keep it all as simple as possible and to avoid jargon, and we'll make our best efforts to keep you informed if there are any changes to the way we process your personal data in the future.

Central Computer Management Ltd takes its responsibility for protecting your data very seriously and we do advise you get to know our practices. If there's anything here you don't understand, or if you want to ask any questions, please feel free to contact us.

## **Who is the Data Controller?**

We are, Central Computer Management Ltd.

Registered address: Sovereign House Lower Oakham Way, Oakham Business Park, Mansfield, Nottinghamshire, NG18 5BY

Registration number: 01514281

In this document Central Computer Management may be referred to as "we", "us", or "our".

## **What kinds of Personal Data does Central Computer Management Process?**

Central Computer Management Ltd collects personal data for specific purposes; with that in mind we have created a list of the types of personal data that we may collect, either directly from yourself or from other sources, in order to achieve those purposes.

The kinds of personal data we may collect are:

Name, address, DOB, telephone, email address, usernames, work experience, education history, national insurance number, passport details, driver's license information which may include details of driving offenses, vehicle registration details, bank details, health information, gender, pension ID, Insurance ID, tax information, work visa documents, national identification documents, criminal background checks, next of kin details, job title.

## **What are the reasons Central Computer Management Ltd collects Personal Data?**

### **Legal Obligations**

Central Computer Management Ltd uses personal data firstly to fulfil any contractual obligations that exist between us and yourself. Where we request personal data be provided to enter into, or meet the terms of any such contract, you will be required to provide the relevant personal data or we may not be able to continue to fulfil that contract and it may be terminated. In such cases the lawful basis of us processing the personal data is that it is necessary for the performance of a contract.

We are required by law to process personal data for purposes relating to our legal obligations, these include:

To provide for our financial commitments, or to relevant financial authorities.

To comply with regulatory requirements and any self-regulatory schemes.

To carry out required business operations and due diligence.

To cooperate with relevant authorities for reporting criminal activity, or to detect and prevent fraud.

To investigate any insurance claims, claims of unfair dismissal, claims of any kind of harassment or of discrimination, or any other claim whereby the organisation may have to defend itself.

### **Legitimate Interests**

Central Computer Management may process Personal Data for any of the following purposes, which are considered to be within our legitimate business interests:

To provide reference information to third party organisations when necessary,

To enhance the security measures in place that protect data we are responsible for,

To protect the organisations assets

To provide for and manage members of staff within the organisation

## **Special Category Personal Data**

Central Computer Management Ltd may intend to process the following kinds of Special Categories of Personal Data:

Data concerning health information, Data concerning sex life or sexual orientation,

Where Special Categories of Personal Data are processed, one or more of the following lawful basis shall apply:

Central Computer Management Ltd has received explicit consent.

It is necessary for preventive or occupational medicine, for the assessment of the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems or pursuant to contract with a health professional.

## **Where does Central Computer Management Ltd obtain Personal Data from?**

We will collect personal data directly from you in various ways. This could include when you complete an online form, or if you provide the data directly to a representative of Central Computer Management.

We collect some personal data from publicly accessible sources such as:

Recruitment platforms, LinkedIn etc.

We may also gather personal data by any of the following methods:

From technical functionality that gathers data automatically from computer equipment when people use our platforms.

From platforms that make use of device settings that allow geographical location tracking, such as IP Address mapping, WiFi, GPS signals and cell tower positioning.

From third-party organisations provided for a specific purpose.

From local or national authorities provided for specific purposes.

## **Who will Central Computer Management Ltd share your Personal Data with?**

We may have to share your personal data with certain third parties to manage and provide for your employment at Central Computer Management Ltd. We will share employee personal data with any third party organisation where we are legally obligated to do so, in order to deliver on the contracted terms of employment, and where it is within our legitimate business interests to do so.

We shall make all reasonable efforts to ensure that any third-party we share your personal data with is also compliant with data protection law.

The specific kinds of third parties we may share your personal data with include:

Organisations where it is necessary to setup various resources such as pensions

## **Where will Central Computer Management Ltd store your Personal Data?**

Central Computer Management Ltd will not transfer your personal data to any country other than those that have been granted an adequacy decision under the General Data Protection Regulation.

We may however share your personal data with third-party organisations who then transfer the data. We shall take all reasonable measures to ensure those third parties are also compliant with data protection law.

## **How long will Central Computer Management keep your Personal Data?**

We will keep your personal data only for as long as required to achieve the purposes for which it was collected, in line with this privacy notice.

The following criteria are what determine the period for which we will keep your personal data:

Until we are no longer required to do so to comply with regulatory requirements or financial obligations.

Until we are no longer required to do so by any law we are subject to.

Until all purposes for which the data was originally gathered have become irrelevant or obsolete.

Until it has been requested that we no longer process the data and that it is erased; in some cases, where there is a remaining relevant or legal reason why we are required to keep this data, we may opt to restrict the amount of processing being conducted to what is absolute necessary rather than erase it.

## **Your Rights, Our Responsibility**

There are several rights granted to you immediately upon providing us with your personal information; some of these are mentioned above. We'd like you to know that at Central Computer Management Ltd we take your rights seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

### **The Right of Access**

This grants you the right to confirm whether or not your personal data is being processed, and to be provided with relevant details of what those processing operations are and what personal data of yours is being processed.

If you would like access to the personal data we have about you, we ask that you contact us using the details below.

### **The Right to Rectification**

This one is fairly straight forward; if you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

### **The Right to Erasure**

Otherwise known as the 'right to be forgotten', this given you the right to request your personal data be deleted.

This is not an absolute right; if you were to request that we erase your personal data, we would erase as much of that data as we could but may have to retain some information if it is necessary.

Were we have received a request for personal data to be erased, if it is necessary for us to retain some of that information we shall ensure that the remaining data is used only when and where it is absolutely necessary.

### **The Right to Objection**

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used, your personal data you may do so freely.

### **The Right to Complain**

We will always try to maintain the highest standards and encourage the confidence our customers have in us as an organisation. To achieve this, we request that any complaints be first brought to our attention so we can properly investigate matters. If you would like to complain about Central Computer Management to a regulatory body, you may do so by contacting your local data protection supervisory authority.

## **Central Computer Management Contact Details**

Central Computer Management Ltd

Sovereign House Lower Oakham Way, Oakham Business Park, Mansfield, Nottinghamshire, NG18 5BY

01623 622 210

MJohnson@ccmlpay.com

## **Who is the Central Computer Management EU Representative?**

Ametros Ltd

Coliemore House

Coliemore Road

Dalkey

Dublin

Ireland

gdpr@ametrosgroup.com

[www.ametrosgroup.com](http://www.ametrosgroup.com)

## **Who is the Central Computer Management UK Representative?**

Ametros Group Ltd

Broadway House

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Hereford  
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HR4 9AR  
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