

PRIVACY NOTICE – THE BARNES GROUP LTD

Under the General Data Protection Regulations which are in force from 25th May 2018 we wish to inform you of your rights regarding the personal data that we hold about you. We have requested your personal data in relation to your employment contract with The Barnes Group Ltd and will only process it in relation to the following:

- ◆ Essential record keeping in hard copy or soft copy as appropriate with access limited to those who require information to carry out their job function e.g. accounts, HR and Director
- ◆ Paying you and informing HMRC of relevant tax and National Insurance details
- ◆ Entering you into a pension scheme and sharing the necessary personal data with your pension provider
- ◆ Providing life assurance where relevant to your terms and conditions and sharing the necessary personal data with your insurance provider
- ◆ Providing health cover where relevant to your terms and conditions and sharing the necessary personal data with your health insurance provider
- ◆ Verifying your eligibility to work in the UK under The Asylum and Immigration Act
- ◆ Verifying your qualifications and training experience
- ◆ Verifying your criminal record status where relevant to the type of position you undertake including updates as appropriate
- ◆ Verifying your driving licence is valid including annual checks
- ◆ Verifying your ability to carry out all aspects of your position in relation to your health, via the health questionnaire, and where reasonable adjustments may be made in accordance with The Equality Act 2010
- ◆ Displaying your photograph in our internal Newsletter to help staff identify you in the workplace and for Barnes Construction staff on the intranet system called SharePoint.
- ◆ You have the right to request rectification if any of the personal data that we hold is inaccurate or incomplete and we will amend your data within one month of your notification to us. Please do remember to notify us immediately of any change to your address or contact details.

You have the right to request access to any personal data that we hold about you and the right to confirmation that the data is being processed correctly.

Where there is no longer a compelling reason to hold your personal data you have the right to request that it be deleted or removed and we will respond within one month of your request; this is known as the right to be forgotten.

You have the right to restrict the processing of your personal data if you consider it to be unlawful or inaccurate.

You have the right to use your personal data for your own purposes; this is known as the right to portability.

You have the right to object to the processing of your personal data for marketing or statistical purposes.

Please read the above thoroughly and, if you are happy to do so, sign below to indicate your consent has been freely given for The Barnes Group Ltd to process your personal data as described. If you do wish to revoke any aspect of this document, you have the right to do so and should inform HR.

I consent to The Barnes Group Ltd holding and processing my personal data as described in this document and understand that once I leave my personnel file will be archived for 7 years, except in exceptional circumstances relating to health and safety where my file will be retained for 40 years, then destroyed via a confidential shredding service.