

Human Resources Next of Kin / Emergency Contact - Privacy Notice

Who we are and what we do

Inspectahire Instrument Company Ltd will only collect and process information in relation to you as a 'nominated emergency contact or next of kin' of an employee.

This notice explains why we ask for your personal information, how that information will be used and how you can access your records.

Any questions regarding our privacy practices should be sent to:

Data Protection Officer (DPO)
Inspectahire Instrument Company Ltd
Badentoy Road
Badentoy Industrial Park
Portlethen
Aberdeenshire
AB12 4YA
Email: lillianpaterson@inspectahire.com
Tel: 01224 789692

Why we need your information and how we use it

In the case of contact details in the event of an emergency where it is necessary to contact an employee's emergency contact or their next of kin, Inspectahire Instrument Company Ltd has a legitimate interest in processing this personal data during the employment relationship of an employee. Processing emergency contact and next of kin data allows the company to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency)

What type of information is collected from you?

Inspectahire Instrument Company Ltd will collect this data from employees who have directly nominated you as their emergency contact and/or next of kin. We will collect the following information from you:

- name,
- relationship to the employee,
- address,
- email address
- contact number.

Data will be stored in the HR Management System.

Who your information may be shared with (internally and externally).

Your information will be held on Inspectahire Instrument Company Ltd's HR Management System. The Human Resources team will have access to the data on a day to day basis. If a line manager informs the HR team, they need to contact an employee's emergency contact/next of kin, reasons will be sought from the manager and data given if deemed appropriate by Human Resources. Examples of this may be (however not exhaustive):

- An employee has become unwell at work and taken to hospital
- An employee has not reported for work. After failed attempts to contact the employee directly, an emergency contact/next of kin may be contacted.
- Each situation will be considered depending on its individual circumstances

Your information will be shared internally with your nominated employee's line manager, HR Business Partner access to the data is necessary for the performance of their roles.

How long we keep your information (retention period)

We will hold your personal data for the duration of an employee employment, or until they notify Inspectahire Instrument Company Ltd you are no longer their emergency contact/next of kin.

How we protect your Information

Our standard business operations will not require transfer of your personal data outside the EU. However, if international projects require next of kin information this shall be shared through the provision of appropriate safeguards and on condition that enforceable rights and effective legal remedies are available for individuals. Such appropriate safeguards include:

- in the case of a group of undertakings, or groups of companies engaged in a joint economic activity, companies can transfer personal data based on so-called binding corporate rules.
- Contractual arrangements with the recipient of the personal data, using, for example, the standard contractual clauses approved by the European Commission. Based on a work scope requirement for personnel movements and next of kin details.
- Adherence to a code of conduct or certification mechanism together with obtaining binding and enforceable commitments from the recipient to apply the appropriate safeguards to protect the transferred data.

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Your rights

You have rights under the Data Protection Legislations:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances
- you have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Commissioner.

How you can access, update or correct your information

The Data Protection Legislation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Human Resources data along with all other personal records.

If you wish to see a copy of your records, you should contact the Data Protection Officer (D.P.O.). You are entitled to receive a copy of our records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

The accuracy of your information is important to us to be able to provide relevant services more quickly. We are working to make our record keeping more efficient. In the meantime, if you change your address or email address, or if any of your circumstances change or any of the other information we hold is inaccurate or out of date please email us or write to us at:

Inspectahire Instrument Company Ltd
Badentoy Road
Badentoy Industrial Park
Portlethen
Aberdeenshire
AB12 4YA

D.P.O. - lillianpaterson@inspectahire.com

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described here, please tell us. Contact the Data Protection Officer.

You can also complain to the Information Commissioner: <https://ico.org.uk>

We reserve the right to update this privacy notice from time to time by publishing a new version on our website.

Authorised by:

Cailean Forrester

Cailean Forrester (Aug 30, 2022 13:35 GMT+1)

Name: Cailean Forrester

Position: Managing director

Date: 30/08/2022 (Review to be set 13 months from this date)






Human Resources Next of Kin Data Policy 2022 - 2023

Final Audit Report

2022-08-30

Created:	2022-08-30
By:	Lillian Paterson (lillianpaterson@inspectahire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7PtpqIUqs6vJw6Am-GBmvg7H-sv3Y8Ns

"Human Resources Next of Kin Data Policy 2022 - 2023" History

-  Document created by Lillian Paterson (lillianpaterson@inspectahire.com)
2022-08-30 - 12:33:29 PM GMT- IP address: 120.159.220.43
-  Document emailed to Cailean Forrester (caileanforrester@inspectahire.com) for signature
2022-08-30 - 12:33:54 PM GMT
-  Email viewed by Cailean Forrester (caileanforrester@inspectahire.com)
2022-08-30 - 12:35:15 PM GMT- IP address: 194.73.237.138
-  Document e-signed by Cailean Forrester (caileanforrester@inspectahire.com)
Signature Date: 2022-08-30 - 12:35:38 PM GMT - Time Source: server- IP address: 194.73.237.138
-  Agreement completed.
2022-08-30 - 12:35:38 PM GMT