

FLI Global (incorporating all FLI Group companies) take your privacy seriously and will only use your personal information to manage the employment relationship and in pursuit of the Company's ambitions. This privacy policy explains how the Company uses any personal information we collect about you when you are employed by us.

Who is responsible for your data

The Company controls the ways your personal data is collected and the purposes for which your personal data is used, and we are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR).

Personal data we collect about you

When using the term 'personal data' in our Privacy Notice, we mean information that relates to you and allows us, and others, to identify you. We collect personal data from you when you become an employee with us. This may include but is not limited to the following information:

- Your personal details - name, surname, address, date of birth, national insurance number, telephone numbers, email addresses.
- Your emergency contact details, names and contact details.
- Your job information – job title, location.
- Bank Details – name, address, account name, account no, sort code.
- Information about your health – medical questionnaire, if you have a medical condition that may affect your work.
- Qualifications, skills and training.
- Interview and recruitment details, including CV's.
- References.
- Driving licence details.
- Absence details.
- Performance review details.
- Pension's information.
- The communications you exchange with us (for example, your emails, letters, calls).

Sensitive Personal Data

We may also collect information that could reveal your racial or ethnic origin, physical or mental health, religious beliefs or alleged commission or conviction of criminal offences. Such information is considered 'sensitive personal data' under the GDPR. We only collect this information where you have given your explicit consent, it is necessary, or you have deliberately made it public.

For example, we may collect this information in the following circumstances:

- Any medical condition – for health and safety purposes.
- Ethnic group and sex – for equal opportunities purposes.

How and why we use your personal data

We use your personal data to manage your employment relationship with us, this may include, but is not limited to the following:

- To pay your salary/ wages.
- For travel purposes, for example, when booking accommodation or travel.
- In tenders/ bids, for example company CV's detailing skills and competence in winning work.

- To communicate with you.

How long will we keep your personal data?

We will retain your personal data for as long as we need it in order to fulfil our purposes set out in this Privacy Notice, or in order to comply with the law. Please note that we are required to keep some of your personal data beyond your employment relationship, this may include, but is not limited to the following:

- Accident records / medical records/ H&S records.
- Wages/ salary records.
- Asbestos medicals and monitoring records.
- Pensions records.
- Tax / NI records.

Security of your personal data

We are committed to taking appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Sharing your personal data

Your personal data is kept by the HR Manager and may be shared with Line Managers and the Accounts department.

Your personal data may be shared with some external companies. This may include, but is not limited to the following:

- Pension advisor and provider - to process employee pensions.
- HMRC – for Tax and National insurance deductions.
- Healthcare providers - to provide healthcare benefits to employees.
- Medical professionals – to undertake medical checks where necessary.
- Training providers – to provide training courses.
- Payroll - To process salaries and wages.
- IT Support company – to provide necessary IT equipment to undertake job roles.
- Accommodation/ travel companies – in pursuit of Company business.
- Clients – requiring personal data for projects/ sites. Please note, we will not share any sensitive data without explicit consent.

The Company has no intention of sharing data with third parties for marketing purposes, but may for tender purposes as required.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data.
- The right of access to your personal data.
- The right to have inaccurate personal data rectified.
- The right to have personal data erased.
- The right to restrict or suppress personal data.
- The right obtain and reuse data across different services.
- The right to object – for example, profiling.
- Rights in relation to automated decision making and profiling.

PRIVACY NOTICE - EMPLOYEES



Requesting access to your personal data

If you would like a copy of some or all of the information, please email Rebecca Weller, HR Manager at r.weller@figlobal.com

Reporting breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

If you believe a data breach has occurred you must inform Rebecca Weller with immediate effect.

Updates to our privacy policy

We will keep our privacy policy under regular review and we will communicate any updates.

Contact Information

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the People & Culture Director.

Signed on behalf of FLI Water Limited

A handwritten signature in black ink, appearing to read 'T. Snell', written over a horizontal line.

Trevor Snell, Group Managing Director
Reviewed: January 2024

Employee Name:

Signed:.....

Date:.....