

## **Privacy Notice for Mortons Media Group Ltd HR department**

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Mortons Media Group HR department.

Mortons Media Group Ltd of Morton Way, Horncastle, Lincolnshire, LN9 6JR is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force at the time.

### **The information we may collect, hold and process is set out below:**

#### **List A, Recruitment and selection**

- Your name.
- Your address.
- Your email address.
- Your telephone number(s)
- Your CV/work history.
- Any other work related information you provide, for example, education or training certificates.
- References from former employers (in instances when a job offer is made).

This information above (*list A*) will have been provided by job applicants or third parties such as a recruitment agency, or former employer in respect to references.

### **How we use the information:**

The above information is used to select the most suitable applicant to fulfil the job role. The outcome is determined by the applicant who most closely matches the requirements of the job.

The Company does not use automated processing or profiling for selecting and recruiting staff.

#### **List B During employment.**

- Date of Birth.
- National insurance number.
- Permits and visas where required by law.
- Details of job offer(s)
- Occupational Health/medical information.
- Financial information (including but not limited to payroll details, HMRC data, pension related information, court orders and statutory payments).

- Information used in association with Company procedures and policies: driving licence, appraisals, disciplinary and grievance.
- Correspondence from/to Mortons HR and payroll department.

#### **How we use the information:**

The information above (*list B*) may be used to establish your right to work, to deal with any medical or health and safety issues relating to the job, to put in place contractual documentation and arrangements during employment and for payroll purposes.

#### **What is the legal basis for processing the information?**

- We rely on the consent of job applicants to process information supplied at the outset of the recruitment process.
- Information and documentation to establish your right to work is processed because the Company is legally obliged to do so.
- In respect of medical or occupational health information, the basis will depend on the circumstances and the job role but will be related to the health and safety of the job role holder.
- Personal data, including financial information will be processed for the purpose of entering into a contract of employment to fulfil the role and for salary payments. For the purposes of paying people we are legally obliged to provide information to HMRC.
- During employment we may need to process personal data on the basis of our legitimate business interests, ie: administrative purposes.

#### **Rights of access, correction, erasure and restriction.**

- You have the right at any time to ask for a copy of the information we hold about you.
- You can request correction of the personal data that we hold if it is incomplete or inaccurate.
- You can request for the erasure of your personal data where there is no good reason for its continued processing.
- You can request the restriction of processing your personal data if you want to establish its accuracy or the reasons for processing it.
- You can request the transfer of your personal data to a third party.

If you want to review, verify, correct or request erasure of your personal data, or request that a copy is transferred to a third party, please email [hrdept@mortons.co.uk](mailto:hrdept@mortons.co.uk)

**How we store personal information.**

Personal information is stored within the Company’s software based HR system or in paper based files. Access is restricted to staff who have express authorisation to do so for processing it for the stated reasons or for legitimate business interests, ie: administrative purposes.

In relation to recruitment and selection purposes, personal information of applicants is held for six months and is then destroyed.

Once in employment, personal information is held within the timespan needed to enable the Company to comply with its legal obligations or to meet its legitimate business interests.

To delete all personal information no longer required any that is stored within software based systems is purged and all paper based personal information is shredded.

**How to raise a complaint.**

If you want to raise a complaint regarding non-compliance with this policy or practices identified within it please contact Mortons Finance Director, Kathryn Pinder, on 01507 523456 or email on [kpinder@mortons.co.uk](mailto:kpinder@mortons.co.uk)

Signed..... Date.....

Print name.....