

Our Ref: GDPR.2

Your Ref:

## General Data Protection Regulations (GDPR)

As your employer, or previous employer, Humphrey & Stretton plc need to hold certain information about you. Among other things, this is needed to pay you and keep you safe. In this letter we will state what information we hold about you along with why & how long we hold it and who can access it.

As the bearer of information it is our responsibility to ensure that only the relevant people have access to your details and that your information is secure. In line with the GDPR you can request to see or be advised as to what information we hold about you. These requests can be made by email to [scott@humphreystretton.com](mailto:scott@humphreystretton.com). We will aim to fulfil your request promptly but this will never take more than 40 days to get this information to you.

All of the information we hold is secure. Most of our information is held on our on site server which is secure with only authorised persons gaining access to these documents. The server is backed up nightly with the backups removed from site and secured. Some information is held by paper, whilst this is reducing, this is also kept secure and locked away from public access.

If requested or where we can see criminal activity has taken place we will surrender any of your information to any authorised body such as the Police or HMRC. In the event of legal proceedings or investigation any information held by Humphrey & Stretton plc may be shared with involved parties to aid the progression of an investigation.

What it is	Who has access <sup>1</sup>	Until
Bank Details, Pay Details, Attendance, Sick Notes, P45, Contract of Employment & Personnel Details	Accounts Directors Your Managers	For the foreseeable <sup>6</sup>
Payslips	Accounts Directors Sage UK (through their portal) Your Managers	7 years from the April after the date on the payslip
Appraisals	Accounts Directors Your Managers	7 years from the July after the date on the appraisal
Letters from Humphrey & Stretton	Accounts <sup>3</sup> Directors Your Managers	7 years from the July after the date on the letter unless stated otherwise
Personal Record Form incl. Medical Information	Accounts Directors Emergency Services First Aid Staff Your Managers	For the foreseeable <sup>6</sup>
CCTV Recording	Accounts <sup>3</sup> Directors Your Manager	6 weeks <sup>4</sup>

Pension	Accounts Directors Pension Provider Your Managers	For the foreseeable <sup>6</sup>
Training Records	Directors Insurer Health & Safety Advisor <sup>5</sup> Your Managers	For the foreseeable <sup>6</sup>
Accident Records <sup>2</sup>	Advisors working on behalf of Humphrey & Stretton plc Directors First Aiders Health & Safety Advisor <sup>5</sup> Health & Safety or Legal Humphrey & Stretton plc's insurers & brokers RIDDOR (Health & Safety) Your Managers	For the foreseeable <sup>6</sup>
All calls made & received through company equipment are recorded for quality and training purposes	Directors Your Managers	1 Year from date of recording
All emails sent or received through any @humphreystretton.com email address is monitored for quality and training purposes	Directors Your Managers	For the foreseeable <sup>6</sup>

Any correspondence sent through our Sage Portal will be kept for the foreseeable future and in accordance with their Privacy Notice on <https://www.sage.com/en-gb/legal/privacy-and-cookies/>.

We require all information to be truthful and up to date. Therefore, any change to your address or circumstances must be reported to Humphrey & Stretton plc as soon as reasonably possible.

All information will be destroyed after use. Data held on computers will simply be deleted from the server. Data held on paper will securely disposed of.

Kind Regards

Scott Humphrey

*For and on behalf of Humphrey & Stretton plc*

<sup>1</sup>To help maintain the security of our systems Humphrey & Stretton plc use a IT Support based in Hertfordshire. They are able to access systems, when requested, but will never share or use any information they may see whilst making our systems safe.

<sup>2</sup>Where required Humphrey & Stretton plc will share relevant information with our solicitors, Insures (Including insurance brokers) or advisor working on for or on behalf of Humphrey & Stretton plc, this may include all contact details & signatures obtained during the investigation of an event requiring legal action.

<sup>3</sup>Only if the information is relevant to their tasks

<sup>4</sup>CCTV recording is only stored when movement has been triggered. Therefore, it is difficult to say how long recordings will be saved for as it is a variable.

<sup>5</sup>To ensure compliance with relevant laws we employ a Health & Safety advisor. They are authorised to access all information regarding Health & Safety

<sup>6</sup>The Foreseeable future is at Humphrey & Stretton's discretion. We aim to keep files as long as possible but where space limits we will securely destroy details.