

## Privacy Statement

### **Personal data**

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

### **How we use your information**

This privacy notice tells you how we, Joseph and Jesse Siddons Limited and all subsidiaries, will collect and use your personal data for legitimate business purposes.

- 1) As an employer, the company needs to keep and process information to administer our employment relationship with you and to run our business. In the normal course of human resources activities, we can collect the following information
  - Personal identification information, such as your name, address, date of birth, gender and home telephone number;
  - Government issued identification numbers, such as national ID for payroll purposes;
  - Immigration, right to work and residence status;
  - Family and emergency contact details;
  - Job-related information, such as years of service, employment ID, work record, work location;
  - Training and educational information, such as certificates, licences and in-house training records;
  - Payroll and payment or benefit related information, such as wages and insurance information, tax numbers, bank account details and employment related benefit information;
  - Information needed for compliance and risk management, such as disciplinary records and personal protective equipment records;
  - Information relating to your health, which includes reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations.
- 2) To enable us to perform our obligations arising from any contracts entered for the purposes of providing either customer related activities for example supplying products or renting properties or supplier related activities such as paying for goods received.

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We collect information about you when you make an enquiry or place an order for us to supply products or enter into a lease for property rental or we place purchase order on you to supply goods and services. We collect information to ensure we are able to achieve all our stakeholders requirements, typically the information includes:

- Contact details, name, address, email address, telephone and mobile numbers;
- Proof of address documents – to carry out due diligence;
- Bank and financial details to enable us to meet contractual obligations (to establish source of funds to pay for the product or service);
- Other information in order for us to fulfil your needs and complete the transaction;
- By what methods you wish us to contact you;
- We may also hold signatures on contracts and purchase orders.

3) Our website uses cookies to make your online experience easier and better and allows us to improve our website. We use the following cookies

- Cookies that are required for the operation of the website
- Analytical cookies, they allows to count the number of visitors and to see how they navigate around the website. This helps us improve the way the website works, by ensuring users find what they are looking for easily.

4) We use CCTV on the site. This means employees, customers, visitors and anyone else who visits the site need to be aware that images are being monitored and recorded for the purposes of crime prevention and public safety. The scheme is controlled by Joseph and Jesse Siddons Limited and CCTV signs are displayed that are easily visible and readable.

### **Why does Joseph and Jesse Siddons Limited need to collect and store personal data?**

For us to provide you with a service we need to collect personal data which we will keep and use it to enable us to run the business and manage our relationship with you effectively and lawfully. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the company and protect our legal position in the event of any legal proceedings. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes

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Joseph and Jesse Siddons Limited would contact you for additional consent, however currently marketing is not something we undertake.

### **Will Joseph and Jesse Siddons Limited share my personal data with anyone else?**

We may pass your personal data on to third-party service providers contracted to Joseph and Jesse Siddons Limited in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Joseph and Jesse Siddons Limited's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise. If any Non-Disclosure Agreements exists between parties then sensitive information will not be shared as per the agreement.

### **How will Joseph and Jesse Siddons Limited use the personal data it collects about me?**

Joseph and Jesse Siddons Limited will process, store and use the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. Joseph and Jesse Siddons Limited is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs and compliance with legal obligation or to serve a legitimate interest of the business such as post-employment claims.

### **Under what circumstances will Joseph and Jesse Siddons Limited contact me?**

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### **Can I find out the personal data that the organisation holds about me?**

Joseph and Jesse Siddons Limited at your request, can confirm what information we hold about you and how it is processed. If Joseph and Jesse Siddons Limited does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.



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- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Joseph and Jesse Siddons Limited or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### **What forms of ID will I need to provide in order to access this?**

Joseph and Jesse Siddons Limited accepts the following forms of ID when information on your personal data is requested: Passport or driving licence

### **Contact details of the Data Protection Officer:**

	<b>Data Protection Officer contact details</b>
Contact Name:	Neil Dalton Company Secretary
Address line 1:	Joseph and Jesse Siddons Limited
Address line 2:	Howard Street
Address line 3:	West Bromwich, B70 0TB



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