

## **Rockley Watersports Employee - Privacy Notice**

### **How your information will be used**

1. As your employer, the Company needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a company operating within the leisure & watersports industry, we may sometimes need to process your data to pursue our legitimate business interests, for example administrative purposes.
3. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.
4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example information needed for payroll, benefits, contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, qualifications held, appraisals, other performance measures and, where appropriate, disciplinary and grievance records
5. You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to Rockley's Data Protection Policy which is available on our website [www.rockley.org](http://www.rockley.org).
6. Where necessary, we may keep information relating to your health, which could include 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 – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, and proceed with any insurance claims made (France only).
7. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to the RYA for inspection purposes.
8. We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.

### **Photos & Social Media**

9. As an employee of Rockley you agree for the use of images being used for the purposes of marketing for Rockley Watersports Ltd. At any stage of employment you can withdraw consent in writing to the HR department.
10. As an employee of Rockley you agree for Rockley Watersports marketing department utilise images shared on employee's social media. At any stage of employment you can withdraw consent in writing to the HR department.

### **Why do we keep you data at the end of our employment?**

11. Your personal data / records will be stored for a period of 6 years following the end of your employment. This will include :
  - Name
  - Address
  - Date of Birth
  - Sex
  - Education and Qualifications
  - NI Number
  - Tax Code
  - Emergency Contract Details
  - Employment History
  - Any disciplinary action
  - Any training undertaken

All information obtained pre 2017 will be stored in hard copy form, information gathered post 2017 will be stored electronically and securely.

12. Information regarding tax, national minimum wage and payroll will be kept for 6 years as a legal requirement. This information is store securely and centrally at Rockley Watersports, 13 Parkstone Rd, Poole, BH15 2NN.
13. Records relating to disciplinary or grievances relating to an employee will be stored centrally for 6 years.
14. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### **Your rights**

- 15 Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- 16 If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

- 17 You have the right to lodge a complaint to the Information Commissioners' Office <https://ico.org.uk/> if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

**Identity and contact details of controller and Data Protection Officer**

- 18 Rockley Watersports is the controller and processor of data for the purposes of the DPA 18 and GDPR.
- 19 If you have any concerns as to how your data is processed you can contact:  
Keiron Ranking - Data Protection Officer at [Keironr@rockley.org](mailto:Keironr@rockley.org)