

## EMPLOYEE PRIVACY POLICY

### MARCH 2021

REAL collects and processes personal data relating to its employees to facilitate the management/ employment relationship. REAL is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations in accordance with the General Data Protection Regulations (GDPR), effective from 25th May 2018.

This document applies to all Employees, Workers and Contractors of REAL.

#### WHAT INFORMATION DOES REAL COLLECT?

REAL will collect and process a range of information about you. This may include;

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment; (your contract);
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- photographs, CCTV footage and other information obtained through electronic means, such as swipe card records and fob details;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover; or financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments
- details of your bank account, tax status information and national insurance number;
- driving Licence and motor insurance details;
- information about your marital status, next of kin, dependents and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- details of your working schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;

- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;

We may also collect, store and use the following "special categories" of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- information about your criminal record;
- details of trade union membership; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Please note this list may not be exhaustive and may be subject to change.

REAL collects this information in a variety of ways. For example, data is collected through the job application and recruitment process, either directly from the candidate or from an employment agency; obtained from your passport or other identity documents such as your driving licence;

From forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases REAL also collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

REAL seeks information from third parties with your consent, which is collected at the outset of the recruitment process.

Data is stored in a range of secure places, including in your personnel file, which is found online in the HR management systems and in other IT systems; including REAL email system and learning management system.

## WHY DOES REAL PROCESS PERSONAL DATA?

REAL needs to process data to enter into and perform an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits, pensions and insurance entitlements.

In some cases, REAL needs to process data to ensure that it is complying with its legal obligations. For example, the requirement to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions within REAL, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role working with or in close proximity to vulnerable adults or children.

REAL will only process personal data when it has a legitimate interest to do so, before, during and after the end of the employment relationship. Processing employee data allows REAL to

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow

effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;

- to satisfy, and continue to satisfy, the requirements for the provision of a company car, van or car allowance;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some "special categories" of personal data, such as information about health or medical conditions, may be processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes). Information about trade union membership is processed to allow the organisation to operate check-off for union subscriptions.

Where REAL processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data is collected with the explicit consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences for failing to do so.

## WHO HAS ACCESS TO DATA?

Employee related data will be shared internally where appropriate for the fulfilment of the processing requirements associated with your contract of employment.

REAL may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The organisation may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements and processed in accordance with relevant legislation under Transfer of Undertakings (Protection of Employment) Regulations 2006.

REAL also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services and company vehicles, training and

development or the ability to complete a service or contract with the employee.

Your data may be transferred to countries outside the European Economic Area (EEA) depending where the software provider hosts their data. Data is transferred outside the EEA on the basis of a Data Privacy Impact Assessment and the hosting company has EU recognised safeguards such as Privacy Shield and/or ISO 27001 accreditation.

## HOW DOES THE ORGANISATION PROTECT DATA?

REAL takes the security of your data seriously. REAL has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where REAL engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## FOR HOW LONG DOES THE ORGANISATION KEEP DATA?

REAL will hold your personal data for the duration of your employment with the Company. The periods for which your data is held after the end of employment are set out in relevant retention policies.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request REAL to change incorrect or incomplete data;
- request REAL to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where REAL is relying on its legitimate interests as the legal ground for processing; and
- ask REAL to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override REAL's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [pnicholls@real-group.co.uk](mailto:pnicholls@real-group.co.uk)

If you believe that REAL has not complied with your data protection rights, you should raise your concern with us in the first instance or directly to Information Commissioners office at <https://ico.org.uk/for-the-public/raising-concerns>

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You have some obligations under your employment contract to provide REAL with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide REAL with data in order to exercise your statutory rights, such as statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable REAL to enter a contract of employment with you. If you do not provide the requested information, this will hinder REAL's ability to administer the rights and obligations arising because of the employment relationship efficiently.

## CHANGES TO THIS EMPLOYEE PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with access to a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this Employee Privacy Notice, please contact the Chief Executive Officer.

Signed on behalf of REAL

Signature(s) removed for security reasons:  
Signed copies available on request  
Paul Nicholls  
Chief Executive Officer

Dated: March 2021  
Rev:01