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Employee Privacy Notice

Scope of this Privacy Notice

1. Like most businesses, we hold and process a wide range of information, some of which relates to individuals who work for us. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

This Privacy Notice focuses on individuals who work for us, whether they are employees or freelancers/contractors. It also covers information on those who apply to work for us, and former employees.

Supplementary Information can be found in the Splendid Hospitality Privacy & Personal Data Protection Policy, in which we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in this Privacy Notice.

2. In brief, this Privacy Notice explains:
 - what personal data we hold and why we process it;
 - the legal grounds that allow us to process your personal data;
 - where the data comes from, who gets to see it and how long we keep it;
 - how to access your personal data and other rights; and
 - how to contact us.

Personal data – what we hold and why we process it

3. We hold various types of data about the individuals who work for us, including their personal details, information about the work they do for us, their salary and other contractual terms.

We process this data for the purposes of our business, including management, administrative, employment and legal purposes.

Legal grounds for processing personal data

4. Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts, more than one ground applies. We have summarised these grounds as Contract, Legal Obligation, Legitimate Interests and Consent.

Where the personal data comes from and who gets to see it

5. Some of the personal data that we process about you comes from you. For example, you tell us your contact and banking details.

Other personal data about you is generated in the course of your work, for example, from your managers, colleagues and customers or others outside our organisation with whom you deal.

Your personal data will be seen internally by managers, HR and, in some circumstances, where appropriate, other colleagues. We may also pass your data outside the organisation, for example to people you are dealing with (e.g. clients of third-party suppliers), to our payroll service and our pension provider.

How long do we keep your personal data?

6. We do not keep your personal data for any specific period, but we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for the duration of your employment and for a period afterwards in compliance with applicable law.

Transfers of personal data outside the EEA

7. We may transfer your personal data outside the EEA and processors in the United States.

Your personal data rights

8. You have a right to make a subject access request to receive information about the personal data that we process about you. Further information on this and on other rights is in the Splendid Hospitality Privacy & Personal Data Protection Policy. We also explain how to make a complaint about our processing of your data.

Contact details

9. In processing your personal data, we act as a “data controller”. Our contact details are as follows:

Group IT Director
Splendid Hospitality Group
Haydon House
296 Joel Street
Pinner HA5 2PY

Status of this notice

10. This Privacy Notice does not form part of your contract of employment and does not create contractual rights or obligations. It may be amended by us at any time.