Privacy Notice Policy

At the AT Jones Group we are committed to complying with the General Data Protection Regulation in order to protect our people's data and their privacy whilst completing our contractual obligations with them.

We hold personal data of our direct employees and sub-contractors in the following forms;

- Contact Details
- Bank Details
- Pension Details
- Tax Details
- Salary Details
- Annual Leave Details
- Sick Leave Details
- Performance Details
- Occupational Health Details
- Passport Details
- Qualifications
- Employment History
- Disability Details
- Driving Licence
- Criminal Disclosure Checks

We collect the following data of individuals when recruiting;

- Contact Details
- Qualifications
- Employment History

As a company we take every effort to ensure that these documents are locked away through the forms of locked cabinets with limited access to the key, secure IT systems which are locked down through permissions. These permissions are reviewed annually to ensure security measures are complied with. Every file that contains personal data is stored securely within our cloud based systems & on StaffCircle and is restricted by permissions to dedicated relevant parties.

The payroll operates through an external party; RSM. Your personal data will be shared with them to ensure payment to you. The payroll company are fully compliant with the GDPR and will be audited on an ad-hoc basis to ensure our peoples data is being secured correctly.

As a company we have streamlined the information required from you to ensure we are only processing required data and are not keeping anything about you without a legitimate business reason.

All personal data will be held securely 6 years + 1 for legal reasons, any occupational health data will be held securely for 40 years.

In line with Article 6 lawful basis for processing personal data we are processing your data in line with the following clauses;

- Article 6 (1)(b) – Contract
- Article 6(1)(c) - legal obligation
- 6 (d) - Vital Interests

You are able to request access, data portability and rectification.

Should you wish to make a Subject Access Request then you must contact the HR department through a written email (HR@atjones.net) requesting the information that you would like to see. If you would like to ask why we have it, please feel free. The HR department will respond to your request within 30 days.

In the unlikely event that there is a data breach, this will be investigated by the HR, HSQE & any other relevant department followed by a report conducted and issued to all relevant parties.

Dale Harper-Jones
Managing Director

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