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Data Protection Policy and Procedure

SSG Training & Consultancy Ltd

BAPOL08, Issue 2, 20 November 2023

Document Review Record

Issue Number	Date
Issue 1	14 March 2018
Issue 2	20 November 2023
Issue 3	
Issue 4	
Issue 5	
Issue 6	
Issue 7	

This policy will be reviewed annually or sooner if changes to legislation or company procedures occur.

Introduction

The General Data Protection Regulations 2018 (GDPR) regulate the way in which certain information is held and used. This policy gives details about the type of information that SSG collects and maintains and the purposes for which it keeps them. It applies to all current and former employees, workers, volunteers, directors and contractors.

Employee data

Record control and processing:

SSG will need to keep information for purposes connected with your employment in order for us to properly carry out our duties, rights and obligations as an employer. We will control and process such data principally for personnel management, administrative and payroll purposes.

These records may include:

- Information gathered during recruitment
- Details of terms of employment
- Payroll, tax and National Insurance information
- Performance information
- Absence records, including holiday records and self-certification forms
- Details of any disciplinary investigations and proceedings
- Training records
- Contact names and addresses
- Correspondence with SSG and other information provided to SSG.

This list is not exhaustive.

From time to time, we may need to disclose some information we hold about you to relevant external data processors such as external consultants or service providers, clients / customers or subcontractors.

We maintain a Data Processor Register, which outlines in more detail who these providers are, what kinds of data they receive from us and for what purpose. You may request access to view this register.

SSG ensures that any external data processors understand the implications of the GDPR and that they have adopted appropriate systems and procedures to ensure the secure, safe and lawful processing of data.

If we hold any sensitive information about you, disclosure to any person will only be made when strictly necessary for the purposes set out below:

- Your health, for the purposes of compliance with our health and safety and our occupational health obligations, or the administration of insurance, pension, sick pay and any other related benefits.
- Unspent convictions to enable us to assess your suitability for employment.
- Details regarding any protected characteristics under the Equality Act 2010 for the purpose of considering reasonable adjustments.

All employment records will be retained for the duration of employment and seven years thereafter. Records relating to occupational health issues, accidents or incidents may be retained for up to 25 years in accordance with our insurance requirements. In addition, health records for employees subject to health surveillance will be kept for 40 years in accordance with regulatory requirements.

Following these retention periods, records will be securely destroyed.

Individual rights

You have the right to:

- Give, withhold or withdraw consent if we intend to share any of your data with a data processor outside of their core business activities.
- Request for personal data to be erased, as long as the erasure does not affect the employer's business activities or legislative obligations.
- Receive training and / or guidance on the implications of data breaches and good data practice.
- Report any data breaches in line with the company's whistleblowing policy.

Company, customer and supplier data

You may be privy to confidential or personal data relating to SSG's strategic development or its customers, suppliers or service providers.

Examples of such information are:

- Contact names, phone numbers and email addresses
- Personal data relating to individuals within the organisation
- Credit information
- Bank details
- Financial information

This list is not exhaustive.

If you have access to such data, you are expected to control it in line with the guidance provided by GDPR 2018.

This means that any information shall be:

- Processed for limited purposes and only after obtaining informed consent
- Stored securely
- Regarded as confidential and not disclosed to any unauthorised third party
- Accurate and current
- Archived and / or destroyed when no longer required

SSG requires you to comply with the GDPR. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with SSG's disciplinary policy and procedure.

If you are in a position to deal with personal information about other employees, you will be given separate guidance on your obligations, and you must ask for help if you are unsure.

The person with overall responsibility for compliance with GDPR is Mark Salmon, Managing Director.

Date: 20 November 2023

Signature: 

Mark Salmon
Managing Director

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