



CIVILS & UTILITIES LTD.

Employee Privacy Notice

The company collects and processes personal information, or personal data, relating to its employees, workers and contractors to manage the working relationship.

The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your working relationship with the Company.

This privacy notice applies to all current and former employees, workers, contractors and subcontractors. It is non-contractual and does not form part of any employment contract, consultancy agreement or any other contract for services.

If you have any questions about this privacy notice or about how we handle your personal information, please contact us.

People Data Contact Details:

Address: GDB Civils
Limited Dovenby
Hall Estate
Dovenby
Cockermouth
Cumbria
CA13 0PN

Phone: 01900 518607

Email: lynnequincey@gdbcivilsltd.co.uk

What types of personal information do we collect about you?

The company collects, uses and processes a range of personal information about you which may include:

- Your name, address and contact details
- Your date of birth and National Insurance number
- Your bank details
- Your emergency contact or next of kin details
- Your gender
- Your job details including start date, rates of pay and if appropriate, the end date of your employment
- Recruitment records such as your application details and interview notes
- Training records, details of your qualifications and skills and any certificates or memberships that you hold which are relevant to your role
- Performance reviews and appraisals
- Disciplinary and grievance records including notes from meetings and any outcomes
- Attendance records including reasons for absences or leave

Dovenby Hall Estate, Dovenby, CA13 0PN
Company No: 12266596 VAT No:337048795



CIVILS & UTILITIES LTD.

The company may also collect, use and process the following special categories of your personal information:

- Information about your health, including medical conditions, whether you have a disability and any reasonable adjustments in place or discussed
- Sickness records including medical certificates or self certifications
- Medical or occupational health reports

How and why do we collect your personal information?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Collected during the recruitment process which may include references obtained from an external party with your permission
- Collected throughout our working relationship during work related activities

We use the information you have given us for one or more of the following circumstances:

- Where we need to perform the employment contract, consultancy agreement or any other contract for services we have entered into with you
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or those of a third party), and your interests

Under the General Data Protection Regulations (GDPR), the lawful basis we rely on for processing your personal data is:

- 1) **Contract** – The processing of your personal data is necessary for a contract that the company has with you

Who do we share your information with?

We may share your information with external parties should this be required to perform the employment contract, consultancy agreement or any other contract for services we have entered into with you. This may include:

- Our external payroll provider
- Our pension scheme provider
- Professional advisors such as accountant, HR Consultant or Lawyer
- Occupational Health Advisors
- External IT Services Support

How we store your personal information

Your personal information may be held by the company on paper or in an electronic format.

The company will only retain your personal information for as long as is necessary to fulfil the

Dovenby Hall Estate, Dovenby, CA13 0PN
Company No: 12266596 VAT No:337048795



CIVILS & UTILITIES LTD.

purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements.

The company will generally hold your personal information for the duration of your employment or engagement.

Once you have left employment or your engagement has been terminated, we will generally hold your personal information for six years after the final date of employment or engagement. This is subject to any minimum statutory or other reporting or accounting requirements for particular records, such as health and safety documents or information.

Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us : info@gdbcivilsltd.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@gdbcivilsltd.com

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House Water
Lane Wilmslow

Dovenby Hall Estate, Dovenby, CA13 0PN
Company No: 12266596 VAT No:337048795



CIVILS & UTILITIES LTD.

Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website:

<https://www.ico.org.uk>

A handwritten signature in black ink, appearing to read 'Chris Wills'.

Chris Wills
Managing Director
GDB Civils Ltd

Document Date	March 2026
Review Date	March 2027