



ECSL Privacy Notice

Our contact details

Name: Energy Conservation Solutions Limited
Address: Suite 5 Franklyn House, Daux Road, Billingshurst, RH14 9SJ
Phone Number: 01403 786212
E-mail: info@energysgroup.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, phone numbers and email address)
- Passport or Birth Certificate, for eligibility to work in UK checks
- Bank details, for payroll purposes
- Next of kin details, in case of emergency (accident/incident) at work involving our employees
- Personnel training records

How we get the information and why we have it

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

- Completion of contractual paperwork, required by employment law
- Processing of monthly payroll
- Completion of training and security checks (such as DBS)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent

(Note: You are able to remove your consent at any time. You can do this by contacting Kevin Cox, Managing Director, on Kevin.Cox@energysgroup.com)

(b) We have a contractual obligation

(c) We have a legal obligation

What we do with the information we have

We use the information that you have given us in order to

- Create all contractual documentation
- Include employees in our monthly payroll
- Complete security checks for employees to attend sites (e.g. DBS & MoD clearance)

Energys Group Limited

Franklyn House, Daux Road, Billingshurst, West Sussex RH14 9SJ
Tel: 01403 786212 Fax: 01403 787439 info@energysgroup.com www.energysgroup.com

Registered in England 05691393

Registered address: New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG

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We may share this information with

- MoD clearance teams (e.g. VIVO or Mitie)
- DBS check company
- RIDDOR (for applicable reportable accidents/incidents)
- Training companies when booking relevant required staff training

How we store your information

Personnel information is securely stored on the Company cloud server, with access limited to HR, Finance Manager and company Directors.

We keep employee details for the duration of their employment with ECSL and for up to 6 years after their employment has terminated. We will then dispose of this information securely once employment has terminated. This is done by deleting documentation relevant to those who have left the Company and by shredding any paper-based documentation held in personnel files.

Any information accessible after employment has ceased is kept for statutory purposes:

- To cover the time limit for bringing any civil legal action
- Income tax, NI & HMRC correspondence kept for no less than 3 years as per Income Tax (Employments) Regulations
- Payroll salary records, including overtime, bonuses & expenses
- Accounting records kept for 3 years, for private companies
- Working time records, including overtime, annual holiday, time off etc kept for 2 years from the date on which they were made
- Keeping accident/incident details for 3 years from the date of entry
- RIDDOR reportable injuries
- Information relating to the Covid job retention scheme (furlough payments) relating to the employee, to be kept for up to 6 years for HMRC
- First aid and fire warden training details kept for up to 6 years as per H&S (First Aid) Regulations and Fire Precautions (Workplace) Regulations
- Health & Safety training details kept for 5 years after employment as per H&S Regulations
- Records relating to COSHH kept for 5 years from date of testing
- Statutory pay records kept for 3 years from the end of the tax year in which the payment period ends; including maternity leave, parental leave and SSP
- Whistleblowing documents kept for 6 months following the outcome (if substantiated)

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 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 information in certain circumstances

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- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances
- **Your right to data portability** - You have the right to ask that we transfer the 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 Kevin Cox, Managing Director if you wish to make a request:

Email: Kevin.Cox@energysgroup.com

Phone: 01403 786212

Address: Suite 5 Franklyn House, Daux Road, Billingshurst, RH14 9SJ

How to complain

You can also complain to the ICO if you are unhappy with how your data has been used.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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