

## Introduction

This Privacy Notice sets out the basis on which Aeropeople Limited will process personal information provided to us, this information is also referred to as 'personal data'. Aeropeople Ltd. is referred to throughout as "we", "us", "our" and "ours".

This Privacy Notice describes how we collect and use personal information about you before, during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to current and former employees, workers, agency workers, apprentices, consultants, interns, volunteers, partners and directors (together referred to as 'Employees', 'you' or 'data subject').

Aeropeople Ltd is the "data controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information. We are required by law to notify you of the information contained in this Employee Privacy Notice.

It is important that you read and retain this document.

We may update this document at any time and the latest version will always be available on our website. However, we will send you a new Employee Privacy Notice if any significant changes are made.

## Responsible person

The person responsible for data protection matters within our organisation ('Responsible Person') is Julie Welford-Biggs. Our Data Protection Officer is Julie Welford-Biggs.

The Responsible Person's contact details are as follows: [mydata@aeropeople.com](mailto:mydata@aeropeople.com) or 07796610105

If you do not wish us to process personal data in accordance with this policy, then please do not provide it to us.

## Personal data types:

Personal data is any information that identifies a living individual such as name, an identifying number (e.g. National Insurance No, Clock No), location or physical characteristics associated to that individual. It can be an opinion of someone, or any information that when combined together identifies the person. In the context of this document this data will be referred to as ordinary.

Some personal data is classed as "special category data". This is data referring to race/ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, information about your health, genetic and biometric information and criminal records.

## We may collect and process the following personal data about you:

The Personal Identifiable Information we could use is:-

### Ordinary personal data

- Your name, address and contact details, including email address and telephone number, mobile phone Numbers, date of birth and gender;



- The terms and conditions of your employment and any amendments to it;
- References - previous employers, educational establishment and personal;
- Information for Payroll e.g. NI Number, bank details, remuneration;
- Information to reimburse personal expenses incurred by you on behalf of the Company e.g. Name, Clock No, Bank details and address;
- Information relating to Company credit card payments or the creation of Company Bank accounts e.g. name & address, Date of Birth;
- Information enabling budget forecasting and financial analysis e.g. Name, clock no, hours, salary, labour rate, bonus and other reward;
- Information used to assess cost centre utilisation activity e.g. name, clock no, hours, starting date;
- Information for Compensation and Benefits e.g. pension application form, expression of wish form;
- Information about your marital status, next of kin, dependents, and emergency contacts;
- Information for Security e.g. record declaration form, employment history, place of birth, photos and CCTV footage;
- Documentation relating to right to work in the UK e.g. passport, birth certificate, driving license, nationality;
- Driver Declaration Form where applicable;
- Records of Absence e.g. holiday and sickness
- Details of your schedule (days of work and working hours) and attendance at work;
- Records relating to career history e.g. training records, skills, personal development review (PDR), other performance measures;
- Records relating to disciplinary and grievances in which you have been involved;
- Documentation relating to travel arrangements e.g. passport and visa details;
- Information to manage your Company mobile phone (if you have one). This could include the location of the device to enable the Company to recover lost or stolen devices, or to remotely wipe the device to prevent your personal data or data valued by the Company or one of its partners being inappropriately used by a person not authorized to do so.

### **Special category personal data**

- Records relating to occupational health e.g. health surveillance records, prescribed medication, management referrals;
- Declared medical conditions;
- Equal opportunities monitoring information, including information about your ethnic origin.
- Information for Security e.g. criminal record

## The personal data we collect will be used for the following purposes:

We need to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to pay you in accordance with your employment contract and to administer benefits, pension etc.

Our legal basis for processing the personal data is:

In some cases, we need to process data to ensure that it is complying with our legal obligations. For example, it is a requirement to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions, it is necessary to carry out criminal record and a security check to ensure that individuals are permitted to undertake the role.

Laws that currently apply to personal data include (but are not limited to):

- Employment Law
- The Equality Act
- Companies Act
- Financial Law

We have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- run recruitment processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and organisation capability planning;
- operate and keep a record of absence and absence management procedures, to allow effective people management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that we comply with duties in relation to meet our obligations under health and safety law and duty of care;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective people management, to ensure that we comply with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and

- maintain and promote equality in the workplace.
- ensure we provide duty of care to employees in the event of an emergency when travelling on Company business.
- Provide Benefits & Rewards to employees
- Maintain logon credentials to systems

The special categories of personal data concerned are:

- Information about ethnic origin. This is done for the purposes of equal opportunities monitoring.
- Information about health or medical conditions, is processed to carry out employment law obligations and duty of care.
- For a detailed listed of the categories of Personal Identifiable data and our legal basis for processing please see Appendix A below.

## If you give us someone else's personal data

Sometimes you might provide us with another person's personal data - e.g. details of your emergency contact or next of kin. In such cases, we require you to inform the individual what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

## Disclosure

Your information will be shared internally, including with members of the HR and recruitment team, Payroll, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary in the performance of their role.

We may share your data with the following third parties:

- E-Learning provider
- Flexible Benefits provider
- Relevant Government Agencies relating to law and regulations
- Occupational Health provider
- Archiving Services provider
- Legal advisors
- Professional advisors
- Job Centre Plus
- Office for National Statistics
- Pension provider
- Salary Service Provider
- Employee Engagement Survey Provider
- The Company travel service provider

We share your data with third parties in order to:

- Pay you
- Obtain pre-employment references from other employers
- Obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.
- In the context of a sale of some or all of its business. In these circumstances the data will be subject to confidentiality arrangements
- To process data on the company's behalf in connection with Payroll, the benefits provider and the occupational health provider.
- To gauge employee engagement
- To seek legal advice concerning your employment (if required)
- To notify you with critical information when other normal communication channels are not available to us, or are not suitable for the purpose.

In the course of carrying out your duties on behalf of the Company, by nature of the methods of correspondence used (e.g. email and postal services etc.) your name, job title, email and working address could be shared with the following:

- Customers
- Suppliers

Please note this could involve the transferring of your personal data outside of the European Economic Area (EEA). Please see transferring personal data to other countries below.

## Transferring personal data to other countries

All Countries within the European Union are covered by the GDPR, so your personal data will be handled and managed in exactly the same way as you would expect in other EU Countries and can therefore be transferred without any other additional controls in place.

Other Countries considered to have adequate Data Protection laws in place are the additional countries included in the European Economic Area (Norway, Iceland & Liechtenstein) and the countries identified in following link:- [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en)

In all other Countries where your personal data may be transferred the Company will ensure that appropriate measures are in place to protect it and will inform you of the transfer of data and the reasons why it is necessary.

## Retention period

We will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment can be found in the Company Retention schedule which can be found on the website.

## Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access - you have the right to request a copy of the information that we hold about you.
- Right of rectification - you have a right to ask for data that we hold about you that is inaccurate or incomplete to be corrected.
- Right to be forgotten - in certain circumstances you can ask for the data we hold about you to be erased from our records. If there is no overriding legal reason to keep it.
- Right to restriction of processing - where certain conditions apply to have a right to restrict the processing.
- Right of portability - you have the right to have the data we hold about you transferred to another organisation.
- Right to object - you have the right to object to certain types of processing
- Right to object to automated processing, including profiling - You have the right to ask for certain important computer-made decisions (including profiling) to be challenged and to ask for a human to intervene.

(Please note that at this time no automated processing of Personal Identifiable Information (PII) is in operation.

- in the event that Aeropeople refuses your request under rights of access, we will provide you with a reason as to why.
- Where the legal basis for the processing of PII data is 'consent', you have the right to withdraw that consent at any time and the record will be deleted where there is no overriding legal basis to keep it.

Please note that it is the company's policy not to use consent for the legal basis for process except in exception cases with the express approval of the Data Privacy Manager

You have the right to complain as outlined below.

All of your rights identified above apply to any third party should they be involved in the processing of your personal data.

If you would like to exercise any of these rights, please contact the company Data Privacy Manager, by emailing [mydata@Aeropeople.com](mailto:mydata@Aeropeople.com) or by sending written correspondence to The Data Privacy Manager, Aeropeople Limited, Unit 6023, Stansted 600, Taylors End, Long Border Road, Stansted, Essex, CM24 1RL

You can make a subject access request by completing the organisation's Subject Access Request Form, see the Aeropeople website

## Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Aeropeople Ltd (or third parties as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with Aeropeople' Data Privacy Manager, by emailing [mydata@aeropeople.com](mailto:mydata@aeropeople.com) or by sending written correspondence to The Data Privacy Manager, using the contact details below.

If the complaint is not resolved to your satisfaction you have the right to lodge the complaint with the Supervisory Authority.

## Document Owner and Approval

The details for each of these contacts are:

Contact	Data Privacy Manager	Supervisory Authority
Name:	Julie Welford-Biggs	Information Commissioners Office (ICO)
Address line:	Aeropeople Limited Unit 6023, Stansted 600 Taylors End Long Border Road, Stansted Airport CM24 1RL Essex	Wycliffe House Water Lane, Wilmslow Cheshire SK9 5AF
Email:	<a href="mailto:mydata@aeropeople.com">mydata@aeropeople.com</a>	<a href="https://ico.org.uk/global/contact-us/email/">https://ico.org.uk/global/contact-us/email/</a>
Telephone:	07796 610105	03031231113
Website	<a href="http://www.aeropeople.com">www.aeropeople.com</a>	<a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>

The recommended method of communication to the ICO is via their website.

A current version of this document is available to all members of staff on the [Company website](#).

## APPENDIX A- FURTHER DETAILS

**This section of the Employee Privacy Notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.**

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on your role, the terms on which you work for us, your individual circumstances and circumstances affecting the company from time to time. For example, if you do not have a work computer or use any other technical device in your role, we will not hold any computer or device usage records for you; if you work for us as a self-employed contractor, we will not hold records about benefits that you are not entitled to; if you have not yet taken a day off sick, we will not currently hold any sickness absence records for you; and we are only likely to share information about you with professional advisers in particular circumstances.

Note also that the first two Tables below divide items of personal data into relatively broad categories (under the heading “Type of ordinary personal data held by us”, or “Type of special category personal data held by us”). Where multiple purposes and/or legal grounds for our use of a given “type” of personal data are identified, this does not necessarily mean that *all* of the purposes and/or legal grounds are applicable to *all* items of personal data falling within that “type” of personal data.

### More information about your ordinary personal data

Type of ordinary personal data held by us	What we use it for	Legal ground
Biographical details (including name, title, contact details, DOB, gender, emergency contacts, photograph)	Administration of the contract, emergency contact details so we can look after your welfare in an emergency, gender for gender pay gap reporting, equal opportunities monitoring, DOB for managing and administering benefits, Analysis & improvement photograph for ID badges and on intranet/web to help colleagues/customers/ security to identify you	Legal obligation Performance of the contract In our legitimate interest to hold emergency contact details in order to inform a person nominated by you in an emergency situation. In our legitimate interest to provide benefits to staff In our legitimate interest to use photographs to help colleagues/customers/ security to identify you
Recruitment information (including correspondence/references/ right to work checks and related documents)	Administration of the contract, and to check and demonstrate that you have the legal right to work in the UK	Legal obligation Performance of the contract In our legitimate interest to maintain relevant and appropriate records of recruitment for business administration and administration of your employment
Employment details (including start date, contractual terms, Location, job title, career history with us)	Administration of the contract Managing our relationship with you on an ongoing basis. Details about role/experience, etc may be used in communications with customers and potential customers	Legal obligation Performance of the contract In our legitimate interest to manage our ongoing relationship and to promote our goods/services to customers and potential customers.
Payroll, tax/NI and bank details	Paying you, deducting tax and NI as appropriate, keeping appropriate records	Legal obligation Performance of the contract
Working hours and arrangements	Paying you correctly Complying with legal requirements regarding working time Managing attendance, day to day operational management and dealing with requests to alter hours	Legal obligation Performance of the contract In our legitimate interest to manage working hours/ arrangements to ensure effective business operations
Pay and benefits including pensions (and information necessary to administer these) and expenses	Providing you with agreed pay, benefits and expenses; making decisions about future compensation; tracking and reviewing pay, benefits, expenses; making strategic decisions about compensation; auditing and reporting on company financial position	Legal obligation Performance of contract In our legitimate interest to analyse pay, benefits and expenses and make decisions about appropriate compensation on an individual and company level
Performance and career progression (including PDR's, performance management, target/objective setting, consideration of new duties/roles)	Ensuring you perform in accordance with your contract and to the standards we require; considering future duties/roles; setting performance-related pay increases; determining eligibility for performance bonuses	Performance of the contract In our legitimate interest to manage performance and duties/roles to ensure effective business operations and set appropriate levels of remuneration
Qualifications (including educational, vocational, driving licences where appropriate) and training	Ensuring you are appropriately qualified and trained for current or potential roles	Legal obligation Performance of the contract In our legitimate interest to ensure that you have appropriate qualifications and training for your current or potential future roles
Holidays and other leave	Managing statutory and non-statutory holiday and other leave	Legal obligation Performance of contract In our legitimate interest to ensure leave taken is compatible with our business requirements and that any consequent operational adjustments are made
Disciplinary, conduct and grievance matters about you or involving you	Investigating and dealing with disciplinary, conduct and grievance matters related to you or otherwise involving you	Legal obligation Performance of the contract In our legitimate interest to deal effectively with disciplinary, conduct or grievance matters whether you are the subject of them or are otherwise connected to the issues raised Public interest in detecting or preventing unlawful acts



Continued...

Type of ordinary personal data held by us	What we use it for	Legal ground
Health and safety	Conducting risk assessments; establishing safety measures to mitigate identified risks; providing a safe working environment; keeping required records	Legal obligation In our legitimate interest to ensure Employees are able to perform their duties in a safe environment for the efficient operation of the business
Changing terms of employment or termination of employment	Administration of the contract, making changes to the terms of employment to fit business requirements; managing our relationship with you on an ongoing basis including during notice; promotions, role changes and other career progression; termination of the working relationship whether instigated by us or you; managing post-employment issues	Legal obligation Performance of the contract In our legitimate interest to manage, alter and, where relevant, to terminate the contractual relationship or respond to resignations and to deal effectively with post-employment issues
Information about your use of business equipment, technology and systems including our computers/ telephones/mobile phones/ software/ applications/ social media/door entry systems/clocking in and out systems/time recording/performance output monitoring	Maintaining the operation, security and integrity of our business communications systems (e.g. protection from hackers, malware, etc.); providing IT and communications systems support; preventing excessive personal use; keeping premises secure; managing time; recording rate of work/efficiency of work	Performance of the contract In our legitimate interest to maintain operation, security and integrity of communications systems, prevent excessive use of business resources for personal purposes, and monitor and maintain quality of communications with customers; record time worked and rate/efficiency of work
Personal data revealed during the course of ICT Maintenance or bulk updating of PII Data records	Maintaining the operational integrity of PII Data	Legal obligation Performance of the contract In our legitimate interest to maintain integrity of the data.
Personal data produced by you and others in the course of carrying out your job (e.g. job-related emails, contact details, minutes of meetings, written reports, business social media presence etc.)	Performance of job duties by you and your colleagues; carrying on the business of the company; monitoring your business social media presence to ensure you comply with standards expected	Performance of the contract In our legitimate interest to carry out the company business
Personal data, which may include any of the types of data set out in the Appendix, that is relevant to our strategic decision making processes, to planning business operations, actual and potential legal claims, corporate reporting and business risk analysis	To enable us to carry out the company business, analyse current business performance, plan for the future, present information in reports to relevant audiences such as shareholders, protect the company from legal claims, seek professional advice as and when required in the course of running our business	Legal obligation Performance of the contract In our legitimate interest to carry out the company business, including taking strategic decisions in the interest of the business, communicating about the business with relevant audiences and seeking professional advice where appropriate.
Information to manage Company Assets; this could include (but is not limited to), a Company vehicle, a Company mobile phone, tablet or laptop, PC, fuel card etc.	To enable us to monitor how, where and when and by who the asset is used and whether the asset is being used for illegal or inappropriate behaviour that could be considered to affect the reputation of the Company	Legal obligation In our legitimate interest to carry out the company business

### More Information about your special category data

Type of special category data held by us	What we use it for	Legal ground	Special category legal ground
Sickness absence and medical information (including records relating to absence and its management, information about any medical condition and doctor's reports and notes) drug and alcohol testing	Payment of company and statutory sick pay; providing health insurance; managing absence and ensuring appropriate cover; considering how your health affects your ability to do your job and considering adjustments, which may involve us seeking medical advice on this; compliance with health and safety requirements	Legal obligation Performance of the contract In our legitimate interest to manage Employees with health conditions, maintain a safe working environment and to manage sickness absence of our employees and ensure appropriate cover	Legal obligation/right in relation to employment Assessment of working capacity In exceptional circumstances, to protect your or someone else's interests where consent cannot be given
Family leave (including maternity, paternity, adoption and shared parental leave, parental leave and time off for dependents) (which could include information about your health, religious beliefs, sexual life or sexual orientation)	Facilitating the taking of family related leave; payment of maternity, paternity, adoption and shared parental pay; managing absences and ensuring appropriate cover	Legal obligation Performance of the contract In our legitimate interest to manage absences and ensure appropriate cover	Legal obligation/right in relation to employment Assessment of working capacity
Equal opportunities and diversity (which could include information about your race or ethnicity, religious beliefs, sexual orientation, or health).	To monitor equality of opportunity and diversity in our organisation, comply with company policies	In our legitimate interest to understand how our organisation is doing with regard to diversity and equal opportunities	Public interest in monitoring equal opportunities within the workforce

Criminal convictions/ offences	When you are working for us, if a criminal conviction comes to light, to investigate and assess the impact, if any, on your continued employment (see Disciplinary policy)	Legal obligations Performance of the contract In our legitimate interest to determine whether to employ individuals with criminal convictions in particular roles	You have manifestly made the information public Establishing, exercising or defending legal claims Public interest in detecting or preventing unlawful acts
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### More Information about how we share your personal data:

Who we share your personal data with	What data we share	Why we share it	Legal ground
Flexible Benefit & Pension Provider	Pay, NI number, pension application form, expression of wish form	To enable the service provider to administer pension and benefits	Performance of contract In our legitimate interest to engage appropriate service providers.
Our legal and other professional advisers appointed from time to time	Any of your personal data that is relevant	To obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Employees; to obtain advice on business management and planning, including accounting advice; to independently audit our accounts	Legal obligation Performance of contract In our legitimate interest to seek professional advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; to manage the business and its finances (In relation to special category data – legal obligation/right in relation to employment: defending legal claims)
Occupational health professionals/medical professionals	Details of your sickness absences, information we already have about your health/medical conditions as relevant	To seek a medical report about you in accordance with our sickness and absence policy/to carry out assessments required by health and safety legislation	Legal obligation In our legitimate interest to manage sickness, absence and health issues arising in our workforce (In relation to special category data – Legal obligation/right in relation to employment; assessment of working capacity)
Potential purchasers/new service providers	Any of your personal data that is relevant	To provide relevant information to prospective purchasers or new service providers in the event of a possible business transfer, a business or share sale, takeover or other corporate transaction	Legal obligation In our legitimate interest to consider/proceed with a transfer/sale of the business and information is required by prospective purchasers
Customers, potential customers, shareholders and interested parties	Any of your personal data that is relevant, including in particular business contact details, information about role and experience	Inclusion in corporate reports, for use in business communications, to obtain security clearance to work on customers' premises	Legal obligation In our legitimate interest to communicate about the business and our Employees to appropriate audiences, which include customers, potential customers, shareholders and other interested parties
Third parties at your request	Employment details as relevant	At your request, to provide a reference to a potential new employer/details of your employment to a mortgage company	In our legitimate interest/that of the third-party recipient to action reasonable requests by you to provide your personal data to third parties With your consent