



Privacy Notice

(AKP Limited Privacy Notice)

Aim: This notice is written to outline use of your personal and private data that is held by AKP Limited. It will show the requirements for the data held, and will outline who is responsible for that data, where/who the data may be passed to, the reasons for the data being held, how the data is processed and outline your rights to be forgotten.

Responsibility of Notice: Managing Director/Data Protection Officer

Applicable to: All Staff Members

Introduction to the Privacy Notice

Due to the GDPR regulations coming to affect on the 28th May 2018, AKP Limited have a requirement to ensure that all personal data is secure and is has consensually been given by their employees. AKP Limited have produced this document to outline what data we hold, where we hold it, for what reason we hold it, and how it is processed.

The Data Protection Officer (who will be referred to throughout as DPO) is Wayne Read (Managing Director). The DPO is your immediate point of call for any concerns regarding your data privacy or for any queries you may have.

Other members of staff who have access to information as specified below include:

- Tonita Smith (Member of Senior Staff/Head of Accounts)
- Christopher Beckett (Member of Senior Staff)
- Tracy Read (Member of Senior Staff)

At AKP Limited we require consent to process and hold elements of your personal information to adhere to legal and processing requirements.

All of the personal data we hold for you as an employee will be kept in the following locations:

- In a locked cabinet separated into individual personal files. These files can be accessed only by senior members of the team.
- On computer software "Progress Plus". This software can only be accessed by senior staff members using individual login accounts.
- On computer software "Sage". This software can only be accessed by Head of Accounts using an individual login within AKP Limited. "Sage" do have access to the account also in the event that remote assistance is needed in which case the Head of Accounts will permit Sage the right to access the information on your behalf.

If you wish to access any of your personal data at any point please speak to a member of the senior team or the DPO named above who will be happy to assist.

Right to Work Requirements



As an employer AKP Limited have a legal requirement to process a “Right to Work Check” on all employees. For this to be correctly processed we require the following information:

- Full Name
- Date of Birth
- Copy of ID (As per List A of the Right to Work Document which can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638349/Employer_s_guide_to_right_to_work_checks_-August_2017.pdf)
- Secondary document confirming current registered address (Example - Utility Bill)
- Current Address
- National Insurance Number

It is legal requirement that we hold this information during employment alongside a copy of all documentation checked. AKP Limited will then continue to hold this information for a further two years after the end of employment to adhere to legal requirements.

This information is stored as hard copies in personnel files locked in the main office of AKP Limited at Units 1-3 Enterprise Court, Gapton Hall Road, Great Yarmouth, NR31 OND. This information can be accessed by senior team members only including the DPO, and yourself upon request. No other members of staff will be able to view or access this information without us receiving prior consent from you. This data will not be passed to any third parties without prior consent being given.

Wages/Payment

For us to correctly process each employee’s wages we need to hold relevant information to ensure we are correctly making payment, alongside adhering to legal requirements for tax purposes, national minimum wage legalities and pension legalities. For us to do this we need to hold the following information:

- Full Name
- Date of Birth
- National Insurance Number

It is a legal requirement for us to ensure that we hold this information for the duration of employment and for a following two years after termination of employment.

We also require permission to hold the following details:

- Bank account details to which payments should be made (Sort code, Account number, Name on account)
- Email Address

We require this information for processing purposes. The bank account details we hold will be required to ensure that all payments are correctly made to you, and an email address is required to ensure a copy of pay slips is sent to you.

This information is stored as hard copies in personnel files locked in the main office of AKP Limited at Units 1-3 Enterprise Court, Gapton Hall Road, Great Yarmouth, NR31 OND. It is also stored on “Sage” computer software. This information can only be accessed by Head of Accounts alongside the DPO, and yourself upon request. No other members of staff will be able to view or access this information without us receiving prior consent from you. The information may be accessed by “Sage” from time



to time if external support is needed. No further parties will have access to this data without your prior consent.

Your email address may also be kept on “Progress Plus” a secondary piece of software for ease of access. This information can be accessed by senior team members only including the DPO, and yourself upon request. No other members of staff will be able to view or access this information without us receiving prior consent from you. This data will not be passed to any third parties without prior consent being given however may be made visible to our IT department (CSS Computers Limited) if remote assistance is required.

Health & Safety

Due to the nature of work at AKP Limited (Predominantly operating/working in close encounter with heavy machinery) we require permission to hold the following information for yourselves to ensure that all health and safety requirements are met. Legally we need to hold the following information for yourself:

- Full Name
- Date of Birth
- Emergency Contact Details

It is also necessary for us to hold information on sensitive information as follows:

- Health conditions/concerns

We require this information to ensure that all health and safety concerns are being met. Without this information being given, we cannot meet individual needs. Therefore if any known concerns are not declared to us, and should worsen during your time at AKP Limited due to individual needs being met, you will not be able to claim against AKP Limited for injuries or such like.

It is also a requirement for our insurance policies that we hold this information on file, and request that should anything change in relation to your health during time at AKP Limited, that we are made aware in a timely manner so that we can amend records and meet any requirements necessary.

This information is stored as hard copies in personnel files locked in the main office of AKP Limited at Units 1-3 Enterprise Court, Gapton Hall Road, Great Yarmouth, NR31 0ND. It is also stored on “Progress Plus” computer software. This information can only be accessed by all senior members of staff alongside the DPO, and yourself upon request. No other members of staff will be able to view or access this information without us receiving prior consent from you. The information may be accessed by “Progress Plus” from time to time if external support is needed. No further parties will have access to this data without your prior consent however may be made visible to our IT department (CSS Computers Limited) if remote assistance is required.

This information will be held on file during your employment at AKP Limited and will remain to be held for a further two years following termination of employment.

Personal Contact Details



AKP Limited also request permission to hold the following information in case that we need to contact you:

- Email
- Phone Number
- Postal Address

This information will be used in the need to contact you in relation to your employment or for any letters/notices or such like to be issued to you.

This information is stored as hard copies in personnel files locked in the main office of AKP Limited at Units 1-3 Enterprise Court, Gapton Hall Road, Great Yarmouth, NR31 0ND. It is also stored on “Progress Plus” computer software. This information can only be accessed by all senior members of staff alongside the DPO, and yourself upon request. No other members of staff will be able to view or access this information without us receiving prior consent from you. The information may be accessed by “Progress Plus” from time to time if external support is needed. No further parties will have access to this data without your prior consent however may be made visible to our IT department (CSS Computers Limited) if remote assistance is required.

This information will be held on file during your employment at AKP Limited and will remain to be held for a further two years following termination of employment.

Right to be forgotten

Every employee has the “Right to be Forgotten” which means AKP Limited are required to remove any information held at the employees request. If there is a legal requirement for us holding the information, the legal requirement will supersede the request to be forgotten.

Example – If an employee requests for us to “Forget” their national insurance number, the legal requirement for us to ensure taxes are processed correctly will supersede the request for us to remove this information.

Amending records

Should you wish to amend your records at any time, please inform the DPO or a senior member of staff who will be happy to assist. AKP Limited will require the change in information to be put into writing and evidence of the change (if required) to be provided.

Third Party Access

AKP Limited will not sell, or provide your information to any third parties other than as stated as above.

The third parties that may access your information are “Sage” and “Progress Plus”. The information is only able for them to access when given consent by the DPO or Head of Accounts if remote assistance to the software is needed. “CSS Computers Limited” may also view the data when authorised by any senior members of team including the DPO if remote assistance to software is required. We have mentioned above which information may be viewed by which parties.



Open Desk Policy

All members of AKP Limited will ensure when possible that an open desk policy is adhered to. This means that any personal or private information will not be left visible on desks when unattended or shown on open computer screens when not in use. This is to prevent private information being seen by unauthorised persons.

Data Breach

In the case of any data breaches AKP Limited agree to adhere to the guidelines set out by the ICO. If there should be a data breach, and the breach is likely to affect your rights or freedoms, the ICO will be notified within 72 hours of the breach. If the breach is unlikely to do so, it will not be reported but will be internally logged with valid reasons as to why the breach has not been reported at the time. If there is any immediate threat to your rights or freedoms being affected, we will notify you in a timely manner.

If you have any queries on the privacy policy, please speak to an above named senior member of staff, or the named DPO who will be happy to explain or assist where possible.

For us to hold this information we require your authorisation, please sign and date below to consent to us holding the information as specified. As above, all the information we hold is for legal purposes, or for processing purposes. If you have any concerns about your data being hold please speak to the above named senior member of staff for assistance.

By signing, I agree that I have read and understood the privacy policy laid out by AKP Limited and I am happy for them to hold the data as specified above.

Full Name _____

Signed _____ Date ____/____/____