

# Privacy Notice

## Crux Employees



<b>Document Name:</b>	Privacy Notice: Crux Employees
<b>Document ID:</b>	CRX_PRVN_002_V02
<b>Date:</b>	26 March 2019

### REVISION HISTORY

Revision	Comments
01	First Issue
02	Formatting and pension company updated

### 1. INTRODUCTION

Crux Product Design Ltd takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about how Crux collects and uses your personal data. If you need more information, please contact: [PrivacyTeam@cruxproductdesign.com](mailto:PrivacyTeam@cruxproductdesign.com)

Unless we inform you otherwise during the recruitment process, Crux will be your data controller and will be the company to which you provide your consent for the processing of your personal data.

Our personal information handling policy and procedures have been developed in line with the requirements of the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

### 2. WHAT INFORMATION DO WE COLLECT AND PROCESS?

We collect and process personal data about you when you are a Crux employee.

The personal data we process includes:

- Your name, home address, email address and/or phone numbers;
- Your date of birth and National Insurance Number;
- Information to confirm your identity and right to work, such as a copy of your passport;
- Details of any unspent criminal convictions;
- Bank details; and
- Previous employment details (P45 information).

Crux does not collect information relating to your ethnicity, gender, disability, religion, sexual orientation and other diversity-related information.

### 3. WHAT IS THE SOURCE OF THIS INFORMATION?

We obtain this information directly from you.

**4. HOW DO WE USE THIS INFORMATION AND WHAT IS THE LEGAL BASIS FOR THIS USE?**

We process the personal data listed in section 2 above to fulfil our contractual obligations to you as an employee. This data is used by Crux to:

- Pay your salary, PAYE tax and national insurance contributions
- Enrol you in our Pension scheme
- Update your contract of employment as required

**5. WITH WHOM AND WHERE WILL WE SHARE YOUR PERSONAL DATA?****5.1 Within Crux**

Your personal data will only be available within Crux to Crux Directors and payroll staff.

The exception to this is your personal mobile phone number, which is shared on the Crux screen background to all staff, with your consent.

**5.2 Sharing your data with external organisations**

Crux shares your personal data with our pension provider 'LEBC Group'. This information is limited to that required to manage your Crux pension scheme.

Crux shares your salary information with HMRC.

Crux may also share your personal data with our external HR and legal services providers if it is in our legitimate business interest.

Crux will also share your data where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order.

**6. HOW LONG WILL YOU KEEP MY PERSONAL DATA?**

Crux will retain your personal information for as long as it believes is necessary to fulfil the purposes for which the information was collected (including for the purpose of meeting any legal, accounting or other reporting requirements or obligations). This means Crux will retain your personal information for a minimum of the 3 following tax years after your employment ends.

**7. WHERE IS MY DATA STORED?**

The personal data that we collect from you is stored within the European Economic Area ("EEA").

**8. WHAT ARE MY RIGHTS IN RELATION TO MY PERSONAL DATA?**

If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

You also have the right, with some exceptions, to ask us to provide a copy of any personal data we hold about you.

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) we haven't handled your personal data in accordance with our obligations.



### 9. WHERE CAN I FIND MORE INFORMATION ABOUT CRUX'S HANDLING OF MY DATA?

Should you have any queries regarding this Privacy Notice, Crux's processing of your personal data or wish to exercise your rights you can contact Crux's Privacy Team using this email address: [PrivacyTeam@cruxproductdesign.com](mailto:PrivacyTeam@cruxproductdesign.com)

If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>