

What you need to know and how your information will be used

As your employer, McTaggart Construction Limited needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only.

We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, whilst you are working for us, at the time when your employment ends and after you have left.

This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interest of the Company and protect our legal position in the event of any legal proceedings.

If you do not provide this data, we may be unable in some circumstances to comply with our obligations, the consequences of which may lead to the Company being unable to administer your employment any further.

As a Company involved in Construction activities, we may sometimes require to process your data to pursue our legitimate business interests, for example, to prevent fraud, for administrative purposes or reporting potential crimes. The nature of our legitimate interests are: Right to Work in the U.K; identification; fraud; and administrative purposes.

We will never process your data where these interests are overridden by your own interests.

Much of the information we hold will have been provided by you, however some may come from other internal sources, such as your Manager, or in some cases, external sources, such as referees'.

The sort of information we hold includes your application form and references, your Contract of Employment and any amendments to it; correspondence with or about you; for example letters to you regarding a pay increase or, at your request, a letter sent to your Mortgage Provider confirming your salary details; information required for payroll; benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for our equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and where appropriate, disciplinary and grievance records.

You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the Company.

You should refer to the Data Protection Policy (AC/D27) which is available on the Intranet or in paper format from Head Office, McTaggart Construction Limited, Tod House, 36a Templand Road, Dalry, Ayrshire KA24 5EA.

Where necessary, we may keep information relating to your health, which could include reasons for absence, medication whether prescribed or over the counter, G.P. reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also require this data to administer and manage statutory and company sick pay.

In addition, we also keep records of hours of work by way of our sign in/out books, timesheets and clock cards.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so, or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information.

We do not plan to transfer your personal data outside the European Economic Area (EEA).

Your personal data will be stored for a period of 40 years; Drug and Alcohol tests for 10 years, positive drug test results indefinitely; and medical self-declaration for 5 years.

If in the future we intend to process your personal data for a purpose other than for which it was collected, we will provide you with information on that purpose and any other relevant information.

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances, the right to data portability.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioner's Office (ICO) if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

If you have any concerns as to how your data is processed or you wish further information, you can contact the Data Protection Officer (DPO) at McTaggart Construction Limited.

Signed:



Lynn Wilson
Data Protection Officer
28th February 2023