

Privacy Notice (Employees)

Identity of the Controller	Carbon Six Digital Limited (in the remainder of this document “We” or “Us”) 9-10 Upper Church Lane FARNHAM GU9 7PW 01276 817465 carbonsix.digital/privacy privacy@carbonsix.digital
Purpose of the processing and the legal basis for the processing	We process your data in connection with your employment at Carbon Six Digital. The legal basis for processing is to support the contract that exists between us and the legal obligations that places on us.
Categories of personal data	We hold personal information about you, including sensitive personal information on: <ul style="list-style-type: none"> • Race or ethnic origin; • Trade union membership; • Physical or mental health or condition; • Commission or alleged commission of an offense.
Any recipient or categories of recipients of the personal data	We will routinely share this data with: <ul style="list-style-type: none"> • third-party HR advisory services; • legal advisors; • payroll processing providers; • pension providers; • training providers; as well as • HM Revenue and Customs. We may also share your personal information with your consent with: <ul style="list-style-type: none"> • your GP; • our occupational health advisers such as Fit for Work and Remploy; • pre-employment vetting services; and • people that you have nominated as your referees with your consent.
Details of transfers to third country and safeguards	We will not share this data outside of the EEA.
Retention period or	We will retain your personal data for a period of 6 years after the

<p>criteria used to determine the retention period</p>	<p>end of your employment, or such period as required by statute or regulation.</p> <p>Full details of our retention policy for Employee Related personal information will be available on the Carbon Six Digital Portal.</p>
<p>The existence of each of data subject's rights</p>	<p>You have the right of access to the data we hold about you. Such Subject Access Requests can be submitted online via carbonsix.digital/privacy.</p> <p>You have the right to rectification of any data we hold erroneously. Requests can be submitted online via carbonsix.digital/privacy.</p> <p>You have the right to erasure of the personal data we hold only where we have processed your data unlawfully, or we have to delete your data to comply with a legal obligation.</p> <p>You have the right to restrict processing of your data if you contest the accuracy of the personal data we hold while we verify the data, or we are processing your data unlawfully, or we no longer need your data but you require us to keep it, or you have objected to us processing your data under Article 21(1).</p> <p>You have the right of data portability for data you have provided to us. Requests can be submitted online via carbonsix.digital/privacy.</p> <p>You do not have the right to object to our processing of your Personal Data.</p>
<p>The right to lodge a complaint with a supervisory authority</p>	<p>You have the right to lodge a complaint with the Information Commissioner's Office, the Supervisory Authority for privacy matters in the UK.</p>
<p>The source the personal data originates from and whether it came from publicly accessible sources</p>	<p>We may use information provided to us from other sources including:</p> <ul style="list-style-type: none"> ● HM Revenue and Customs; ● Occupational health advisers such as Fit for Work and Remploy; ● External people you have named as your referees; ● Pre-employment screening and vetting organisations
<p>The details of whether individuals are under a statutory or contractual obligation to provide the personal data</p>	<p>You are under a statutory and contractual obligation to provide the personal data we process in relation to your employment.</p>
<p>The existence of automated decision making, including</p>	<p>We will not use your data for any automated decision making.</p>

profiling and information about how decisions are made, the significance and the consequences.