



A1 Motorist Centre

A1 Motorists Centre Ltd

Unit 2, Patricia Way,
Pysons Road Industrial Estate,
Broadstairs, Kent,
CT10 2LF

Staff Privacy Policy
General Data Protection Regulations
(GDPR)

A1 Motorists Centre Staff Privacy Policy

This Privacy Policy was last updated on 15/06/2018

This Staff Privacy Policy sets out how A1 Motorists Centre Ltd will use and process your personal information. The security of your personal information is important to us, and A1 Motorists Centre Ltd is committed to storing and processing your personal details securely.

By working for A1 Motorists Centre Ltd you, without limit, agree to be bound by this privacy policy.

CHANGES TO THIS POLICY

We may need to make changes to this privacy policy, at any time, to maintain the level of service we provide to you or to make improvements to the service you receive from us.

The contents of our Privacy Policy have been written in plain in English to ensure it can be understood easily and without doubt.

SECURITY OF DATA

We make every effort to put procedures in place to safeguard the personal information you provide to us, this helps to protect it from being mis-handled and used illegitimately.

WHAT INFORMATION WE COLLECT FROM YOU AND HOW WE USE IT

WHAT PERSONAL DATA WE MAY COLLECT:

1. Full Name
2. Email Address
3. Home Address and Telephone Numbers
4. Emergency contact names and numbers
5. Bank details for PAYE and pension purposes
6. Driving Licence details.

HOW WE USE THIS INFORMATION YOU HAVE PROVIDED US WITH:

1. Verify your identity including driving licence checks
2. Pay you and comply with tax, national insurance and pension provisions
3. Enter into employment contracts

We need to collect and process your personal information to process employment responsibilities and that is our lawful basis to do so.

KEEPING YOUR INFORMATION UP TO DATE AND ENSURING ACCURACY

You can update your personal information at any time by speaking to your manager or Adam Rogers in person or by telephone/email. You can request us to remove any information that we store about you at any time, but some data is required for us to discharge our responsibilities in employment law. Such requests should be directed to Adam Rogers in writing or in person.

CROSS BORDER DATA TRANSFER

We do not send or process any data outside of the United Kingdom or the European Union. We will always verify that any partners we employ always work to the standard required by the laws of the United Kingdom and in-line with the Global Data Protection Regulation.

DISCLOSURE OF PERSONAL INFORMATION

From time to time we may be required to disclose your personal details without your permission, for example, if a request for your information is made to us by law enforcement to investigate a crime or we are obliged to by a court order.

Other than this, we will always request your permission before sharing the personal details you have provided to us.

HOW TO CONTACT US

You can request to see a copy of all the information we hold about you at any time. To make this request, please contact your manager or Adam Rogers in person. You can also follow the contact details on our Contacts page or email us at

ADMIN@A1GARAGE.CO.UK