**Privacy Notice (How we use personal information) for Staff **

**The Big Fresh Catering Company**

**General Data Protection Regulations (GDPR)**

**Who processes your information?**

The Big Fresh Catering Company is the data controller of the personal information you have provided. This means that we determine the purpose for which, and the manner in which any personal data relating to you and your next of kin is to be processed.

By providing this information to us you are giving your consent for the information to be retained by the Big Fresh Catering Company.

**Why do we collect and use your information?**

Staff and Next of Kin data is essential for the Big Fresh Catering Company’s operational use. We collect and use this information under section 6(1)(e) of the GDPR which states ‘Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’

In accordance with the above, the personal data of staff and their Next of Kin is collected and used for the following reasons:

* To enable us to contact staff
* To enable us to contact Next of Kin in an emergency

This information is not shared outside of the Big Fresh Catering Company.

**How we collect this information?**

We collect this information via a data collection sheet, completed by you upon employment start and then annually.

**How long is your information stored?**

This information is retained until the September of the following year, when you will be asked to review and update it.

**What are your rights?**

You have the following rights

* + Right to be informed;
	+ Right of access;
	+ Right to rectification;
	+ Right to erasure;
	+ Right to restrict processing;
	+ Right to data portability;
	+ Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and
* a right to seek redress, either through the ICO, or through the courts

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Managing Director.

**Where can you find out more information?**

If you would like to find out more information about how we collect, use and store your data, please visit our website to view our Data Protection Policy at [www.bigfreshcatering.co.uk](http://www.bigfreshcatering.co.uk)

**Concerns or Complaints**

If you have a concern or complaint about the way we are using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office.

**Contact details**

If you would like to discuss anything in this privacy notice, please contact: The Managing Director, Big Fresh Catering Company, Civic Office, Holton Road, Barry, Vale of Glamorgan, CF63 4RU

Tel: 029 20673037

**Contact details of the Information Commissioner’s Office.**

These are:

Information Commissioner’s Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk