

APPENDIX – FURTHER DETAILS

This section of the Privacy notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on your role, the terms on which you work for us, your individual circumstances and circumstances affecting the company from time to time. For example, if you do not have a work computer or use any other technical device in your role, we will not hold any computer or device usage records for you; if you work for us as a self-employed contractor, we will not hold records about benefits that you are not entitled to; if you have not yet taken a day off sick, we will not currently hold any sickness absence records for you; and we are only likely to share information about you with professional advisers in particular circumstances.

Note also that the first two Tables below divide items of personal data into relatively broad categories (under the heading “Type of ordinary personal data held by us”, or “Type of special category personal data held by us”). Where multiple purposes and/or legal grounds for our use of a given “type” of personal data are identified, this does not necessarily mean that *all* of the purposes and/or legal grounds are applicable to *all* items of personal data falling within that “type” of personal data.

More information about your ordinary personal data

Type of ordinary personal data held by us	What we use it for	Legal ground	Retention periods
Personal Details - including name, title, contact details, DOB, gender, emergency contacts, photographs.	Administration of the contract, emergency contact details so we can look after your welfare in an emergency, gender for gender pay gap reporting, equal opportunities monitoring and Group Company Reporting, DOB for age related pay and benefits such as pensions, insurances, if required for calculating any statutory payments such as redundancy pay.	Legal obligation Performance of the contract In our legitimate interest to hold emergency contact details to inform a person nominated by you in an emergency situation. In our legitimate interest to use photographs to help colleagues/customers/ security to identify you, marketing materials, email systems, or organograms.	During employment and up to 6 years after employment ends Emergency contacts, photograph, during employment and up to 6 months after employment ends

Recruitment information – (including correspondence/references/right to work checks and related documents)	Administration of the contract, and to check and demonstrate that you have the legal right to work in the UK	Legal obligation Performance of the contract In our legitimate interest to maintain relevant and appropriate records of recruitment for business administration and administration of your employment	During employment and up to 6 months after employment ends Right to work checks - two years after employment ends
Employment details (including start date, contractual terms, location, job title, career history with us)	Administration of the contract Managing our relationship with you on an ongoing basis Details about role/experience, etc. may be used in communications with customers and potential customers for tenders and work winning bids.	Legal obligation Performance of the contract In our legitimate interest to manage our ongoing relationship and to promote our goods/services to customers and potential customers	During employment and up to 6 years after employment ends
Payroll, tax/NI and bank details	Paying you, deducting tax and NI as appropriate, keeping appropriate records	Legal obligation Performance of the contract	Payroll/tax/NI: Six years from the end of the financial year in which payments are made Bank details: During employment and up to 6 months after employment ends
Working hours and arrangements	Paying you correctly, complying with legal requirements regarding working time, managing attendance, day to day operational management and dealing with requests to alter hours and for Group (Vinci) reporting requirements.	Legal obligation, performance of the contract In our legitimate interest to manage working hours/ arrangements to ensure effective business operations	During employment and up to 6 months after employment ends
Pay and benefits including pensions, Castor share schemes, private medical insurance, life assurance, permanent health insurance, where applicable (and	Providing you with agreed pay, benefits and expenses; making decisions about future compensation; tracking and reviewing pay, benefits, expenses; making	Legal obligation, Performance of contract In our legitimate interest to analyse pay, benefits and expenses	During employment and up to 6 years after employment ends

information necessary to administer these), expenses.	strategic decisions about compensation; auditing and reporting on company financial position	and make decisions about appropriate compensation on an individual and company level	
Performance and career progression (including appraisals, performance management, target/objective setting, consideration of new duties/roles)	Ensuring you perform in accordance with your contract and to the standards we require; considering future duties/roles; determining eligibility for performance bonuses.	Performance of the contract In our legitimate interest to manage performance and duties/roles to ensure effective business operations and set appropriate levels of remuneration	During employment and up to 6 months after employment ends
Qualifications (including educational, vocational, driving licences where appropriate) and training	Ensuring you are appropriately qualified and trained for current or potential roles and to ensure cover on the company's business insurance for company car drivers.	Legal obligation Performance of the contract In our legitimate interest to ensure that you have appropriate qualifications and training for your current or potential future roles	During employment and up to 6 years after employment ends
Holidays and other leave	Managing statutory and non-statutory holiday and other leave	Legal obligation Performance of contract In our legitimate interest to ensure leave taken is compatible with our business requirements and that any consequent operational adjustments are made	During employment and up to 6 years after employment ends
Disciplinary, conduct and grievance matters about you or involving you	Investigating and dealing with disciplinary, conduct and grievance matters related to you or otherwise involving you	Legal obligation Performance of the contract In our legitimate interest to deal effectively with disciplinary, conduct or grievance matters whether you are the subject of them or are otherwise connected to the issues raised Public interest in detecting or preventing unlawful acts	During employment in accordance with our disciplinary and grievance policies, and up to 6 years after employment ends

Health and safety	Conducting risk assessments; establishing safety measures to mitigate identified risks; providing a safe working environment; keeping required records.	Legal obligation In our legitimate interest to ensure Employees are able to perform their duties in a safe environment for the efficient operation of the business	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice, in particular any legal requirement to retain particular records
Changing terms of employment or termination of employment	Administration of the contract, making changes to the terms of employment to fit business requirements; managing our relationship with you on an ongoing basis including during notice; promotions, role changes and other career progression; termination of the working relationship whether instigated by us or you; managing post-employment issues	Legal obligation Performance of the contract In our legitimate interest to manage, alter and, where relevant, to terminate the contractual relationship or respond to resignations and to deal effectively with post-employment issues	During employment and up to 6 years after employment ends
CCTV footage	Primarily for security purposes, although we may also use CCTV footage when investigating allegations of misconduct by Employees	Legal obligation Performance of the contract In our legitimate interest to deal effectively with allegations of misconduct and to maintain the security of our premises	No longer than 30 days after date on which footage was recorded in accordance with your company policy/practices on CCTV.
Information about your use of business equipment, technology and systems including our computers/ telephones/mobile phones/ software/ applications/ social media/door entry systems/clocking in and out systems/time recording/performance output monitoring and H&S.	Maintaining the operation, security and integrity of our business communications systems (e.g. protection from hackers, malware, etc.); providing IT and communications systems support; preventing excessive personal use; keeping premises secure; managing time; recording rate of work/efficiency of work.	Performance of the contract In our legitimate interest to maintain operation, security and integrity of communications systems, prevent excessive use of business resources for personal purposes, and monitor and maintain quality of communications with customers; record time	6 months from date information is captured

		worked and rate/efficiency of work	
Personal data produced by you and others in the course of carrying out your job (e.g. job-related emails, minutes of meetings, written reports, business social media presence etc.	Performance of job duties by you and your colleagues; carrying on the business of the company; monitoring your business social media presence to ensure you comply with standards expected	Performance of the contract In our legitimate interest to carry out the company business	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice
Personal data, which may include any of the types of data set out in this Appendix, that is relevant to our strategic decision-making processes, to planning business operations, actual and potential legal claims, corporate reporting and business risk analysis	To enable us to carry out the company business, analyse current business performance, plan for the future, present information in reports to relevant audiences such as shareholders, protect the company from legal claims, seek professional advice as and when required in the course of running our business	Legal obligation Performance of the contract In our legitimate interest to carry out the company business, including taking strategic decisions in the interest of the business, communicating about the business with relevant audiences and seeking professional advice where appropriate	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice

More information about your special category data

Type of special category data held by us	What we use it for	Legal ground	Special category legal ground	Guideline retention period
Sickness absence and medical information (including records relating to absence and its management, information about any medical condition and doctor's reports and notes), drug and alcohol testing results.	Payment of any company and statutory sick pay; providing income protection insurance, health insurance, managing absence and ensuring appropriate cover; considering how your health affects your ability to do your job and considering adjustments,	Legal obligation Performance of the contract In our legitimate interest to manage Employees with health conditions, maintain a safe working environment and to manage sickness absence of our workforce and ensure appropriate cover	Legal obligation/right in relation to employment Assessment of working capacity In exceptional circumstances, to protect your or someone else's interests where consent cannot be given	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice

	which may involve us seeking medical advice on this; compliance with health and safety requirements			
Family leave (including maternity, paternity, adoption and shared parental leave, parental leave and time off for dependents) (which could include information about your family members, your health, religious beliefs, sexual life or sexual orientation)	Facilitating the taking of family related leave; payment of maternity, paternity, adoption and shared parental pay; managing absences and ensuring appropriate cover	Legal obligation Performance of the contract In our legitimate interest to manage absences and ensure appropriate cover	Legal obligation/right in relation to employment Assessment of working capacity	During employment and up to 6 months after employment ends
Equal opportunities and diversity (which could include information about your race or ethnicity, religious beliefs, sexual orientation, or health).	To monitor equality of opportunity and diversity in our organisation, comply with company policies and Group reporting requirements.	In our legitimate interest to understand how our organisation is doing regarding diversity and equal opportunities	Public interest in monitoring equal opportunities within the workforce	During employment and up to 6 months after employment ends
Biometric data that is used to identify you, e.g. including finger print laptop security or building entry systems.	To ensure security of laptops/to control access to our premises.	In our legitimate interest to maintain the security of our business premises/equipment	Your explicit consent (given voluntarily – if you do not consent then alternative means of access to buildings/laptops will be made available). If you do consent, you have the right to withdraw your consent at any time, in which case alternative means of access to	During employment and up to 6 months after employment ends

			buildings/laptops will be made available.	
Criminal convictions/offences	When you are working for us, if a criminal conviction comes to light, to investigate and assess the impact, if any, on your continued employment (see Disciplinary policy)	Legal obligations Performance of the contract In our legitimate interest to determine whether to employ individuals with criminal convictions in particular roles	You have manifestly made the information public Establishing, exercising or defending legal claims Public interest in detecting or preventing unlawful acts	Decided on a case by case basis in accordance with the criteria set out in this Privacy Notice

More information about how we share your personal data

Who we share your personal data with	What data we share	Why we share it	Legal ground
Name of parent or other group companies; Soletanche Bachy, Soletanche Freyssinet, Vinci PLC, and Vinci France SA.	Any of your personal data that is relevant or necessary for the performance of the contract, to comply with company policies and Group reporting requirements. Your data will only be transferred to a Company that is directly owned by Vinci PLC.	To make business decisions connected with your career and performance. To manage the company's or group's business and to monitor company performance To provide system maintenance support and hosting of data	Legal obligation Performance of the contract In our legitimate interest to manage the business and Employee performance
Third party service providers for example: AXA PMI – Private Medical Insurance AXA International - Private Medical	Any of your personal data that is relevant or necessary for the performance of the contract, to comply with company policies.	To enable the service provider to carry out payroll functions/IT services/ to provide and administer pension and benefits	Performance of contract In our legitimate interest to engage appropriate service providers to manage

<p>Insurance Canada Life – Life Assurance and Permanent Health Insurance SFIT – IT service provider Pyramid – HR Database Coins – Payroll Database Mercer / Willis – Insurance Brokers CITA / External training providers – Training Standard Life – Pension People’s Pension – Pension Sodexo – Leavesave & Childcare Vouchers Bike2Work – Employee bike to work scheme Equinity – Castor Shares Royal Bank of Scotland – Payroll / expense payments</p>		/to operate certification process/	payroll/IT, etc.
<p>Our legal and other professional advisers appointed from time to time</p>	<p>Any of your personal data that is relevant</p>	<p>To obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Employees; to obtain advice on business management and planning, including accounting advice; to</p>	<p>Legal obligation Performance of contract In our legitimate interest to seek professional advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; to manage the business</p>

		independently audit our accounts	and its finances (In relation to special category data – legal obligation/right in relation to employment; defending legal claims)
Occupational health professionals/medical professionals	Details of your sickness absences, information we already have about your health/medical conditions as relevant	To seek a medical report about you [in accordance with our sickness and absence policy, to carry out drug & alcohol screening and random testing as part of the Health and safety plan, to carry out assessments required by health and safety legislation	Legal obligation In our legitimate interest to manage sickness, absence and health issues arising in our workforce (In relation to special category data – Legal obligation/right in relation to employment; assessment of working capacity)
HMRC	Any of your personal data that is relevant	To comply with regulatory and legal obligations	Legal obligation (In relation to special category data – Legal obligation/right in relation to employment or social security; defending legal claims)
Potential purchasers/new service providers	Any of your personal data that is relevant	To provide relevant information to prospective purchasers or new service providers in the event of a possible business transfer, a business or share sale, takeover or other corporate transaction	Legal obligation In our legitimate interest to consider/proceed with a transfer/sale of the business and information is required by prospective purchasers
Customers, potential customers, shareholders and interested parties	Any of your personal data that is relevant, including in particular business contact details, information about role and experience	Inclusion in corporate reports, for use in business communications, to obtain security clearance to work on customers' premises	Legal obligation In our legitimate interest to communicate about the business and our Employees to appropriate audiences, which include customers, potential customers,

			shareholders and other interested parties
Third parties at your request	Employment details as relevant	At your request, to provide a reference to a potential new employer/details of your employment to a mortgage company	In our legitimate interest/that of the third-party recipient to action reasonable requests by you to provide your personal data to third parties with your consent