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### 1. Introduction

- 1.1 We are committed to protecting the privacy and personal information of all our staff, contractors, and suppliers by striving to ensure we handle personal data fairly, lawfully, sensitively and with justification.
- 1.2 Personal data relates to any recorded information held by us from which a living individual can be identified. It will include a variety of information including names, addresses, date of birth, NI number, telephone numbers, photographs of people (including CCTV images) and other personal details. It will include any expression of opinion about a living individual or any indication of our intentions about that individual. Identification can be directly from the information alone or indirectly from any other information in the Data Controller's possession or likely to come into their possession.
- 1.3 The Data Controller is the person who decides how personal data is processed and for what purposes.
- 1.4 We will comply with the retained EU law version of the General Data Protection Regulation ((EU) 2016/679), as it forms part of the law of England and Wales by virtue of section 3 of the European Union (Withdrawal) Act 2018 (the "Regulations") and this data protection policy covers the activities of:
  - 1.4.1 Atlas Workplace Services Limited
  - 1.4.2 Salisbury Integrated Services Limited

- 1.4.3 Salisbury Engineering and Compliance Limited
  - 1.4.4 Salisbury Security Services Limited
- (together "Atlas").

- 1.5 Any breaches of this policy could have serious consequences for Atlas and lead to reputational or financial damage to us. Breaches will be treated as a matter of serious gross misconduct and will be dealt with in accordance with Atlas' disciplinary policy.

## 2 Purposes of the processing

Atlas processes personal data to enable us to carry out building facilities management and services; promote and advertise our services, maintain our own accounts and records, support and manage our people. Our services include:

- 2.1 Energy
- 2.2 Cleaning
- 2.3 Engineering
- 2.4 Maintenance
- 2.5 Grounds maintenance
- 2.6 Catering
- 2.7 Mailroom Services
- 2.8 Facilities Management Services
- 2.9 Porterage
- 2.10 Security

## 3 How we collect personal data

Atlas and their subcontractors handle a range of personal data relating to customers, suppliers, staff, and clients. Our collection and processing of personal data is subject to a variety of legal requirements. We process and retain personal data for purposes which include:

- 3.1 Recruitment, screening, vetting and identity checks
- 3.2 Contracts of employment and payroll purposes including tax and National Insurance
- 3.3 Equal opportunities monitoring
- 3.4 Commercial contracts and compliance
- 3.5 Medical and health records
- 3.6 External supplier and customer relationships
- 3.7 Disciplinary and grievance procedures
- 3.8 Training/development records and performance information
- 3.9 Management purposes
- 3.10 IT services and management, computer records and e-mails

## 4 How we process personal data

The Data Controller is responsible for compliance with our obligations under the GDPR by ensuring that personal data is:

- 4.1 Processed lawfully, fairly and in a transparent manner
- 4.2 Collected for specified, explicit and legitimate purposes
- 4.3 Adequate, relevant and limited to what is necessary

- 4.4 Accurate and kept up to date
- 4.5 Retained only as long as necessary
- 4.6 Processed in an appropriate manner to maintain security

## 5 Legal basis for processing personal data

Atlas will only process data in compliance with one of the following conditions:

- 5.1 Consent of the data subject – must be freely given, specific, informed and unambiguous by clear explicit means. A consent form exists for this purpose
- 5.2 Processing essential to the performance of a contract or steps required to enter into a contract
- 5.3 Compliance with a legal obligation
- 5.4 When necessary to protect the vital interests of a data subject
- 5.5 When necessary in the public interest or exercise of authority vested in the controller
- 5.6 Legitimate interests pursued by the Data Controller

## 6 Special categories of 'sensitive personal data'

'Sensitive personal data' is data which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric, data concerning health or data concerning a natural person's sex life or sexual orientation.

## 7 Legal basis for processing special categories of 'sensitive personal data'

As well as satisfying the 'legal basis for processing personal data' above, processing of 'sensitive personal data' is prohibited unless one of the following conditions is met:

- 7.1 Explicit consent – linked to a consent form
- 7.2 Processing is necessary for carrying out obligations under employment, social security, or social protection law, or a collective agreement
- 7.3 Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically incapable of giving consent
- 7.4 Processing is carried out by a foundation or not for profit organisation
- 7.5 Processing relates to personal data manifestly made public by the data subject
- 7.6 Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- 7.7 Reasons of public interest in the area of public health
- 7.8 Processing is necessary for reasons of substantial public interest
- 7.9 Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment/management of health

## 8. Record of processing

8.1 Atlas will process data for the following purposes:

- 8.1.1 Property Management
- 8.1.2 Providing Facilities Management Services
- 8.1.3 Marketing and promoting Facilities Management Services

- 8.1.4 Managing accounts
  - 8.1.5 Maintaining personnel records
  - 8.1.6 Managing our people
  - 8.1.7 Use of CCTV systems to monitor and collect visual images for the purposes of security, prevention and detection of crime, public safety and staff safety
- 8.2 Processing personal data as a contractual requirement for the purposes of security screening and vetting of staff, partner agencies and their sub-contractors in compliance with:
- 8.2.1 Baseline Personnel Security Standard (BPSS)
  - 8.2.2 Counter Terrorism Check (CTC)
  - 8.2.3 Security Clearance (SC)
- 8.3 Processing personal data through vehicle tracking devices (Telematics) for the purposes of;
- 8.3.1 Safety and legal compliance – to increase driver safety and security, through safer and compliant driving as well as helping ensure the safety and consideration for other road users
  - 8.3.2 Operational efficiencies – to provide data that supports operational improvements for example – start and finish times, and engineer availability
  - 8.3.3 Vehicle cost efficiencies – to reduce maintenance costs, insurance costs, reduce the likelihood of accidents, and hire costs associated with vehicle downtime
  - 8.3.4 Environmental – improve fuel efficiency, CO2 reduction, engine idling reduction
- 8.4 Processing personal data using telematics enabled smart devices for the purposes:
- 8.4.1 Legal compliance – Statutory Inspections of plant and safety equipment
  - 8.4.2 Operational efficiencies – to provide data that supports operational improvements for example – start and finish times
  - 8.4.3 Productivity – planned and reactive maintenance
  - 8.4.4 Efficiencies – reduced time to respond and fix
- 8.5 Processing personal data for productivity and efficiency of staff in respect of effective planning and organisation of resources, travel time, overtime and budgetary management.

## 9. Sharing Of Personal Data

- 9.1 Atlas will only share data with GDPR compliant organisations. Information is shared on a need to know basis and only the necessary information is shared. Typical examples where we are required to share data are:
- 9.1.1 HM Revenue and Customs
  - 9.1.2 HM Government Screening and Vetting Unit
  - 9.1.3 Payroll Bureau
  - 9.1.4 Clients and customers who restrict access to their sites for security reasons
  - 9.1.5 Training providers and accrediting bodies
  - 9.1.6 Marketing
  - 9.1.7 Travel and accommodation bookings
- 9.2 We also process and share personal data from the following sources as a direct consequence of our business:

- 9.2.1 Service partners, suppliers of services and sub-contractors
- 9.2.2 Consultants
- 9.2.3 Clients and customers

## 9.3 Legal Requirements

We may be required to share personal data in pursuance of sub-section 5.1. - legal basis for processing personal data above – ‘compliance with a legal obligation’ or ‘when necessary in the public interest’. An example would be release of data when required by law such as legal proceedings or to law enforcement agencies in the course of a criminal investigation, matters of public health and substantial public interest.

## 10. Retention of personal data

We keep personal data for no longer than reasonably necessary, for retention periods please refer to the Atlas Document Retention Policy (SAL-PO-1032).

## 11. Security of personal data

Atlas takes the security of its personal data very seriously. We have security procedures and the Atlas Information Security Policy (SAL-BM-5.2) to ensure we handle data appropriately and protect it from accidental loss or misuse. We only permit access to information with there is a legal basis to do so.

## 12. Data Breaches

Atlas takes the security of its personal data very seriously and takes many measures to safeguard against unauthorised or unlawful processing and against accidental loss, destruction or damage to personal data. Please refer to the Atlas Information Security Incident Management Policy (SAL-BM-C-16). Information security breaches should be reported via Atlas’ Incident Reporting System.

## 13. Transfer of Data Abroad

Atlas do not ordinarily transfer personal data outside of the European Community. On occasions, personal data may be transferred to the USA under the protection of USA Privacy Shield agreement.

## 14. Automated Decision Making

14.1 Automated decision making is a decision made by automated means without any human involvement. Atlas do not employ any such system or methods.

14.2 Profiling – processing of personal data to evaluate certain things about an individual can form part of automated decision making such as psychometric testing for recruitment purposes. Any use of such will be strictly governed by the HR Manager and based upon explicit consent. Results will be restricted to those members of staff necessary in the recruitment process.

14.3 The Regulations only allow automated individual decision making and profiling on the following grounds

- 14.3.1 Necessary for the entry into or performance of a contract; or
- 14.3.2 Authorised by law
- 14.3.3 Based upon an individual’s explicit consent

## 14.4 The HR Manager will:

- 14.4.1 Follow ICO guidance
- 14.4.2 Conduct a Data Privacy Impact Assessment to identify the risks to individuals
- 14.4.3 Provide individuals with specific information about the processing and logic involved in the decision making
- 14.4.4 Introduce additional safeguards to prevent errors, bias or discrimination
- 14.4.5 Allow for challenging any findings or decision
- 14.4.6 Ensure the process is proportionate

## 14.5 No special categories of personal data will be processed.

## 15. Further Processing

If Atlas wishes to process personal data for a new purpose, not covered by the privacy notice, then we shall provide you with a new notice explaining this new issue prior to commencing the processing and setting out the relevant purpose and processing conditions. Whenever necessary we will seek your prior consent to the new processing.

## 16. Right to be informed

If the personal data is not obtained directly from the data subject, the Data Controller will provide the data subject with the following additional items of information within 1 month of having received their personal data:

### 16.1 The categories of personal data we are processing

### 16.2 The source from where the personal data originates and whether it came from publicly accessible sources

## 17. Data subject rights

### 17.1 The right to request a copy of your personal data which Atlas holds about you

### 17.2 The right to request that the Data Controller corrects any personal data that is found to be inaccurate or out of date

### 17.3 The right to request your personal data is erased where it is no longer necessary to retain such data

### 17.4 The right to withdraw consent to processing at any time – if consent is relied upon as a processing condition

### 17.5 The right to request that the Data Controller provide the data subject with their personal data and where possible to transmit that data directly to another Data Controller (Data Portability) – only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the Data Controller processes the data by automated means

### 17.6 The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

### 17.7 The right to object to the processing of personal data – where processing is based on legitimate interests or performance of a task in the public interest/exercise of official authority, and direct marketing

### 17.8 The right to lodge a complaint with The Information Commissioners Office (ICO)

## 18. Subject Access Requests

The Regulations detail rights of access to Data Subjects to their personal data held by Atlas. A Subject Access Request (SAR) is a written request for personal information held about a data subject who generally has the right to see what personal data we hold about them. All requests for information must be directed to The Data Controller without delay and will be dealt with in accordance with the Atlas Subject Access Request Policy (SAL-PO-1039).

## 19. Obligation of Atlas' staff and contractor's

19.1 The Data Controller is the person who decides how personal data is processed and for what purposes. As part of Atlas' control measures key individuals within our business will be formally appointed Data Processors and receive commensurate training. They will process data in accordance with this policy and under the direction of the Data Controller.

19.2 The Data Controller will maintain a register of persons responsible for data privacy for all contractors, service partners, clients and customers. Atlas will only share data with GDPR compliant organisations.

19.3 The Data Controller may appoint a Data Protection Officer to effect 'day to day' operational controls over data processing.

19.4 All employees and contractors working for Atlas must be aware of the importance of handling personal data while working on Atlas business and ensure:

- 19.4.1 They understand their responsibilities when handling or managing personal data;
- 19.4.2 That the only individuals authorised to access personal data are those who need it for their work
- 19.4.3 All personal data is kept secure by using strong passwords which should be kept confidential
- 19.4.4 Personal data is not disclosed to unauthorised people, either within the company or externally
- 19.4.5 Personal data is reviewed and updated if found to be out of date and if no longer required, should be deleted or safely disposed

## 20 Storage of Personal Data

### 20.1 Paper records

20.1.1 Personal data stored on paper should be kept in a secure place where unauthorised people cannot access it. Personal data printouts should be shredded and disposed of securely when no longer required.

20.1.2 Bulk confidential waste should be managed in accordance with the Atlas Disposal of Confidential Waste Policy (SAL-PO-1047).

### 20.2 Electronic records – Atlas Information Security Policy (SAL-BM-5.2)

20.2.1 Personal data stored electronically must be protected from unauthorised access, accidental deletion and cyber-attack. The following safeguards shall apply:

- Personal data should not be stored on removable media (like a disc, portable hard drive or memory stick) without the express permission of the Head of IT and in accordance with Acceptable Use Policy (SAL-BM-C-8.1.3) and Mobile Device Policy (SAL-BM-C-6.2.1) any removable media devices should be kept locked away securely when not being used
- Servers containing personal data should be sited in a secure location, not in general office space

- Personal data should be backed up frequently
- Personal data should never be stored on a laptop unless it is encrypted
- Personal data should not be stored on mobile devices like tablets or smart phones unless they are encrypted
- All servers and computers containing personal data should be protected by appropriate software and a firewall

## 21 Use of Personal Data

Personal data is of no value to us unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft. When handling personal data, we must all ensure:

- 21.1 Compliance with 'Atlas Clear Desk Policy' (SAL-PO-1043)
- 21.2 Computer screens are always locked when left unattended
- 21.3 Personal data should not be shared between individuals, unless it is necessary for work undertaken
- 21.4 Sensitive personal data should be password protected if being sent by email
- 21.5 Personal data should not be saved onto personal devices

## 22 Accuracy of Personal Data

It is the responsibility of all of us who work with personal data to take reasonable steps to ensure it is accurate and up to date. Data should be corrected when inaccuracies are discovered.

## 23 Atlas' commitment to data protection

### 23.1 We will ensure that:

- 23.1.1 Everyone managing and handling personal data understands that they are responsible for following good GDPR practice
- 23.1.2 Methods of managing or handling personal data are regularly reviewed and evaluated
- 23.1.3 Any disclosure of personal data will comply with approved procedures
- 23.1.4 We take all necessary steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure

23.2 All contractors who are users of personal data supplied by us will be required to confirm that they will abide by the requirements of the Regulations with regard to personal data supplied by us.

23.3 The Data Controller leads on data protection for Atlas. They are responsible for ensuring that this policy is effectively implemented. They will conduct an annual review to ensure compliance with GDPR and this policy. They will also review this policy regularly to ensure it remains fit for purpose.

## 24 Key Contacts

To exercise all relevant rights, queries or complaints please contact:

Data Controller – Hilary Scott, General Counsel - Hilary.Scott@atlasworkplaceservices.com

HR Manager – Liz Ridley - Liz.Ridley@atlasworkplaceservices.com