

EMPLOYEE AND CONTRACTOR DATA PRIVACY POLICY

1. PURPOSE

Inspectahire Instrument Company Ltd. (referred to as “Inspectahire” throughout this policy) is committed to protecting the privacy and security of the personal information of its employees, workers and contractors.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Inspectahire is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to provide you with the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors, as well as candidates applying for positions with Inspectahire. This notice does not form part of any contract of employment or other contract to provide services. It may be updated from time to time, and we will communicate any significant changes where appropriate.

It is important that you read this notice, together with any other privacy notice that is provided on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

2. DATA PROTECTION PRINCIPLES

We will comply with applicable data protection legislation. The personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

3. The kind of information we hold about you

Personal data, or personal information, means any information relating to an identified or identifiable individual. It does not include information where an individual's identity has been removed (anonymous data).

Certain “special categories” of personal data are considered more sensitive and require additional protection.

Depending on the nature of your employment, engagement or application, we may collect, store and use some or all of the following categories of personal information:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension, and benefits information.
- Start date, leaving date.
- Location of employment or workplace.
- Copy of driving licence.
- Copy of passport.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records such as work history, working hours, promotion, absences, attendances, training records and professional memberships.
- Performance and appraisal information.
- Disciplinary and grievance information.
- Secondary employment and volunteering information
- CCTV footage and other information obtained through electronic or access-control systems, where applicable. Information about your use of our information and communications systems.
- Photographs, videos.
- Accident book, first aid records, injury at work and third-party accident information.
- Information relating to security clearance or vetting requirements, where applicable. Evidence of your right to work in the UK/immigration status
- Information about health, including medical conditions, health and sickness records, where required.
- Information relating to criminal convictions, allegations or offences, where relevant and lawfully processed.

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED

We typically collect personal information about employees, contractors and candidates directly from the individual and, where applicable, through the recruitment or engagement process.

We may also collect information from third parties where appropriate, including employment agencies, contracting employers, former employers, background-check providers and occupational health professionals.

Where relevant to the role or client requirements, information may also be obtained through:

- Disclosure Barring Service (DBS)
- National Security Vetting Service
- Medical and occupational health professionals

We may collect additional personal information during job-related activities throughout any period of you working for us.

5. HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where it is necessary for performing the contract that we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is in the public interest to do so.
4. There can be rare occasions where it becomes necessary to use your personal information to protect your interests (or someone else's interests).

Situations in which we will use your personal information

We may need all or a combination of the categories of information in the list above (see: The kind of information we hold about you) to enable us to perform our role as employer; to enable us to comply with legal obligations, or where it is necessary to do so in the public interest.

Some of the purposes will overlap and there can be several grounds which justify our use of your personal information.

The situations in which we will process your personal information are listed below.

- Deciding about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK and to provide you with the security clearance appropriate for your role.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Liaising with pension providers and administering relevant changes arising from your employment.
- General administration of the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance, and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence and any other steps relating to possible grievance or disciplinary matters and associated hearings.
- Making decisions about your continued employment or engagement.
- Planning for the termination of our working relationship.
- Education, training, and development requirements.
- Dealing with legal disputes involving you, or other employees and contractors, including accidents at work.
- Ascertaining your fitness to work, managing sickness absence.
- Complying with health and safety obligations.
- Preventing and detecting fraud or other unlawful activity.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.

If you fail to provide personal information

If you fail to provide certain information when requested, we will not be able to fully perform the contract we have entered with you (such as paying you or providing a benefit), or we could be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated or new purpose, we will notify you and we will explain the legal basis which allows us to do so.

Where required or permitted by law, we may process your personal information without your knowledge or consent in accordance with applicable data protection legislation.

6. HOW WE USE SPECIAL CATEGORY PERSONAL DATAN

Certain categories of personal data are considered particularly sensitive and require additional protection. We will only collect, store and use special category personal data where we have an appropriate lawful basis and meet the additional requirements applicable to this type of information.

1. Where necessary to carry out our legal obligations or exercise rights in connection with employment.
2. Where necessary for reasons of substantial public interest and permitted by applicable data protection legislation, including where relevant for:
 - equal opportunities monitoring;
 - administering pension or employment-related benefits; and
 - preventing or detecting unlawful acts.

3. Where necessary to assess an individual's working capacity on health grounds, subject to appropriate confidentiality safeguards.

In some circumstances, we will process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations as an employer

We will use your special category personal data in the following ways:

- We will use information relating to leave of absence; this can include sickness absence or family related leave, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

- We may use information about race or ethnic origin, religious or philosophical beliefs, or sexual orientation where necessary and lawful for equal opportunities monitoring and reporting.

Do we need your consent?

We do not normally rely on consent to process special category personal data where the processing is necessary to meet our legal obligations or where another appropriate lawful condition applies. In limited circumstances, we may ask for your explicit consent to process certain special category personal data. Where we do so, we will explain what information is required, why it is needed and how it will be used. Where consent is relied upon, you have the right to withdraw your consent at any time. It is not a condition of your employment or engagement with Inspectahire that you agree to any request for consent.

7. INFORMATION ABOUT CRIMINAL CONVICTIONS

We will only collect and process information relating to criminal convictions, allegations or offences where this is appropriate to the nature of the role or work being undertaken and where we are legally permitted to do so.

Where appropriate, this information may be collected as part of recruitment, security vetting or during the working relationship where relevant.

Such information will only be processed where an appropriate lawful basis and applicable condition for processing criminal offence data exists:

- We need to comply with our legal obligations or exercise our employment-related legal rights.
- Where it is substantially in the public interest to do so.

8. AUTOMATED DECISION-MAKING

Inspectahire does not routinely make decisions that have a legal or similarly significant effect on individuals based solely on automated processing without human involvement.

Should automated decision-making be introduced in the future, it will only be used where permitted by applicable data protection legislation and appropriate safeguards will be implemented. Individuals will be provided with relevant information about such processing where required.

9. Data sharing

Why might you share my personal information with third parties?

We may share your personal information with third parties where required by law, where necessary to manage our working relationship with you, to meet client or contractual requirements, or where necessary for legitimate business purposes.

Where necessary and legally permitted, this may include special category personal data or information relating to criminal convictions or offences.

Which third-party service providers process my personal information?

Third parties may include service providers, contractors, professional advisers, clients and other organisations that support our business activities or are involved in the delivery of work.

- Client where required for QHSE, mobilisation or contractual purposes
- Car Hire Providers
- Pension providers
- Medical and Occupational Health Providers
- Training Providers
- Accommodation Providers
- Government Departments and regulatory bodies
- Payroll and Payment Service Providers
- Health and Wellbeing Service Providers
- Information Technology Services
- Travel Providers (Domestic, International and Offshore)
- Embassies and visa/immigration authorities, where applicable
- Accreditation and Certification Bodies

How secure is my information with third-party service providers?

We require third-party service providers that process personal information on our behalf to implement appropriate measures to protect that information and to process it only for the purposes for which it has been provided.

Personal information shared with clients or other third parties will be limited to what is reasonably necessary for the relevant purpose and handled in accordance with applicable data protection requirements.

International transfers

Where personal information is transferred outside the UK, we will ensure that appropriate safeguards are in place in accordance with applicable data protection legislation.

10. PERSONAL DATA BREACH

We have put in place appropriate technical and organisational security measures to prevent your personal information from being accidentally lost, used, accessed in an unauthorised way, altered or disclosed. Access to personal information is limited to employees, contractors and other third parties who have a legitimate business need to know.

We have procedures in place to manage suspected personal data breaches and will notify affected individuals and the Information Commissioner's Office (ICO), or other applicable regulator, where we are legally required to do so.

11. DATA RETENTION

How long will you use my information for?

We will retain your personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet applicable legal, regulatory, contractual, accounting and reporting requirements.

Retention periods for relevant records are defined within OP 26 Control of Change Management Documents and Records.

When personal information is no longer required, it will be securely deleted, destroyed or anonymised, as appropriate, in accordance with our records management arrangements and applicable legal requirements.

12. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes:

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under data protection legislation, and subject to certain conditions and exemptions, you may have the right to:

- access to personal information;
- correction of inaccurate/incomplete information;
- erasure;
- objection to processing;
- restriction of processing; and
- transfer/data portability.

Please contact the Inspectahire HR representative or nominated data protection contact for any of the above requests.

You will not normally have to pay a fee to exercise your data protection rights. However, where permitted by law, we may charge a reasonable fee or refuse to act on a request where it is manifestly unfounded or excessive.

What we need from you

We may request specific information from you to help us confirm your identity and verify your entitlement to exercise a particular right. This is an appropriate security measure to ensure that personal information is not disclosed to anyone who is not entitled to receive it.

Right to withdraw consent

Where we rely on your consent to process personal information for a specific purpose, you have the right to withdraw that consent at any time. To withdraw your consent, please contact the Inspectahire HR representative or nominated data protection contact.

Once consent has been withdrawn, we will no longer process your information for that purpose unless we have another lawful basis for doing so.

13. DATA PROTECTION CONTACT

Inspectahire has nominated a data protection contact to oversee queries relating to this privacy notice and the handling of personal information.

If you have any questions about this privacy notice or how we handle your personal information, please contact lillianpaterson@inspectahire.com

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters.

14. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice from time to time. Where significant changes are made, we will communicate these to affected employees, workers and contractors as appropriate.

Authorised by:



Cailean Forrester (Aug 31, 2026 10:45:36 GMT+1)

Name: Cailean Forrester

Title: Managing Director

Date: 31/08/2026 (Review period is within 13 months)

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