

WEDGE GROUP GALVANIZING LIMITED – DATA INFORMATION MATRIX FOR EMPLOYEES

Type of information	Source of information						How the information is used	Legal Basis for Processing Information	Information shared with 3rd party?	If shared, who with?
	Individual	Agency / Prev. Employer	Referee	GP / Health Consultant	Govt. Agency	Company				
Name	✓	✓					For uniquely identifying the individual	Necessary to perform contract	✓	Variable, but could include – Zenith for car provision, CSA, Busy Bees (childcare vouchers), Healthcare providers, Personal benefits, RTI, PTX, Government agencies
Date of birth	✓	✓								
National Insurance number	✓	✓								
CV or details of previous work experience	✓	✓					Evaluating appropriate work experience as part of the initial employment process	Legitimate business interest – ensuring suitability for roles		
Past employment and / or character references		✓	✓				Vouching for the individual as part of the initial employment process	Legitimate business interest – ensuring reliable information on recruitment		
Contact details including address, telephone number, email address and next of kin	✓						Corresponding on work related matters and for contact purposes in the case of an emergency. Occasional communication of company related updates and information, such as the “Wedge World” publication.	Necessary to perform contract, Protect data subject’s interests	✓	Variable, but could include – Zenith for car provision, CSA, Busy Bees (childcare vouchers), Healthcare providers, Personal Benefits, RTI, PTX, Government agencies
Bank account details	✓						Paying net wages and salaries, and reimbursing work related expenses	Necessary to perform contract	✓	Payment processing, currently to HSBC bank through Bottom Line Technologies
Identification such as a passport and / or driving licence	✓						Initially confirming identity, then facilitating overseas travel and proving eligibility to drive on company business	Legal compliance, Necessary to perform contract	✓	Zenith / Zurich if driving on company business, Potentially solicitors as required
Copies of work permits and / or visas	✓					✓	Proving eligibility to work in the U.K.	Legal compliance		
Copies of academic and vocational qualifications	✓						Proving eligibility for a role requiring certain levels of qualification	Legitimate business interest – ensuring suitability for roles		
Medical and dietary information	✓			✓			Mitigating the likelihood of the individual be accidentally harmed whilst at work or on work related business	Medical Issue, Protect data subject’s interests	✓	Hospitality services providing catering
Financial information (e.g. HMRC data, state benefits, court orders, student loans, pension scheme details etc.)	✓					✓	Ensuring that the correct payroll deductions are reflected in calculating net pay	Legal compliance, Necessary to perform contract		
Records of role changes, training, absence and disciplinary procedures						✓	Maintaining a complete and accurate record of employment	Necessary to perform contract		