



UK Atomic  
Energy  
Authority

## **PRIVACY NOTICE FOR UKAEA EMPLOYEES, WORKERS AND CONTRACTORS**

## CONTENTS

| Clause | Heading                                                   | Page |
|--------|-----------------------------------------------------------|------|
| 1      | INTRODUCTION .....                                        | 1    |
| 2      | THE KIND OF INFORMATION WE HOLD ABOUT YOU .....           | 1    |
| 3      | HOW YOUR PERSONAL INFORMATION IS COLLECTED .....          | 1    |
| 4      | HOW WE WILL USE INFORMATION ABOUT YOU .....               | 1    |
| 5      | DATA SHARING .....                                        | 3    |
| 6      | DATA SECURITY .....                                       | 4    |
| 7      | DATA RETENTION .....                                      | 4    |
| 8      | YOUR DUTY TO INFORM US OF CHANGES .....                   | 4    |
| 9      | YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION ..... | 4    |
| 10     | HOW TO OBTAIN MORE INFORMATION ABOUT YOUR RIGHTS .....    | 5    |
| 11     | CHANGES TO THIS PRIVACY NOTICE .....                      | 5    |

## **1 INTRODUCTION**

- 1.1 We are committed to protecting the privacy and security of your personal information.
- 1.2 This privacy notice describes how we collect and use personal information about you during and after your working relationship with us.
- 1.3 This notice applies to current and former employees, workers and contractors engaged by UKAEA. This notice does not form part of any contract of employment or other contract to provide services and we may update or amend this notice at any time.
- 1.4 For more information about our approach to data protection, please see our other procedures and guidance, which can be accessed through our intranet or by contacting the Data Protection Officer: [dataprotection@ukaea.uk](mailto:dataprotection@ukaea.uk).
- 1.5 The contents of this privacy notice is overseen by our Group Director of , whose name and contact details are contained on the UKAEA UK Gov webpage or can be contacted using this email address: [dataprotection@ukaea.uk](mailto:dataprotection@ukaea.uk).

## **2 THE KIND OF INFORMATION WE HOLD ABOUT YOU**

- 2.1 We may collect, store, use and share information about you in order to carry out our activities as a business and our obligations as an employer. In particular, we will process personal data for the purposes of complying with legal obligations, performing the contract we have entered into with you, pursuing our legitimate interests (or those of a third party), using this where we (or a third party) have a recognised legitimate interest (RLI), where you have consented to it or where the law otherwise permits or requires it.
- 2.2 We may also use your personal information where we need to protect your interests (or someone else's interests) or where it is needed in the public interest, but this is likely to be rare.
- 2.3 The table at Schedule 1 sets out the type of information we may collect and what it may be used for.

## **3 HOW YOUR PERSONAL INFORMATION IS COLLECTED**

- 3.1 We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies and HMRC.
- 3.2 We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

## **4 HOW WE WILL USE INFORMATION ABOUT YOU**

- 4.1 Most commonly, we will use your personal information in the following circumstances:
  - (a) where we need to perform the contract we have entered into with you;
  - (b) where we need to comply with a legal obligation;
  - (c) where we consider it necessary for our legitimate interests (or those of a third party).
- 4.2 If you have previously consented to us processing your personal data in general terms in your employment contract (or equivalent contract of engagement), we will no longer seek to rely on that consent.
- 4.3 We may also use your personal information where we need to protect your vital interests (or someone else's interests) or where we have an RLI, but this is likely to be rare. RLIs

apply where there are public interest reasons for processing (such as preventing or detecting crime, safeguarding individuals, responding to emergencies, supporting national or public security or defence, or sharing information with public bodies when they confirm it is necessary for their official functions). RLIs are legally recognised within data protection law. Where we rely on an RLI, we will ensure the use is strictly necessary and only use or share the minimum data required.

- 4.4 As mentioned above, the table at Schedule 1 sets out the type of information we may collect and what it may be used for, but some of the grounds for processing referred to in that table will overlap and there may be several grounds which justify our use of your personal information.
- 4.5 If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).
- 4.6 Please note that we may process your personal information without your knowledge or consent, in accordance with this privacy notice, where this is required or permitted by law.
- 4.7 Data protection legislation identifies certain “special categories” of data, including information about race or ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, medical conditions, genetics, biometrics and criminal convictions. We may use such information in the following ways:
- we may use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws;
  - we may 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 your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting;
  - we may use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations;
- 4.8 We do not need your consent if we use special categories of your personal information to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with details of the information that we would like and the reason(s) we need it, so that you can consider whether you wish to consent.

We will usually only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally permitted to do so. Where appropriate, we may collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you or others in the course of you working for us. We only use your criminal offence data when, in addition to one of the grounds that is required to process personal data, there is a further ground that permits us to do so. The further grounds on which we may make use of criminal offence data include:

- Employment. When processing criminal offence data is necessary to perform or exercise obligations or rights which are imposed or conferred by law either on us or on you in connection with employment.

- Legal rights. When processing criminal offence data is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), for the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.
  - Deemed substantial public interest. When processing criminal offence data is deemed to be of substantial public interest because it concerns preventing or detecting unlawful acts.
- 4.9 We may use automated profiling as part of our recruitment process, and only in certain circumstances. The data subject will be informed when profiling will be used.
- 4.10 This section explains how we may use your personal data for a new purpose, and the steps we implement before doing so.
- How closely connected the new purpose is to the original one.
  - The context in which your data was collected, including your reasonable expectations at the time.
  - The nature and sensitivity of the data involved.
  - The potential impact on you.
  - The safeguards we have in place to protect your data.
- 4.11 We will not use your personal data in ways that are unexpected, unfair, or that could have an unjustified negative impact on you.

## 5 DATA SHARING

- 5.1 We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- 5.2 “Third parties” includes third-party service providers (including contractors and designated agents), *[customers or prospective customers]* and other entities within our group.
- 5.3 The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration.
- 5.4 We will share your personal information with other entities in our group, as part of our regular reporting activities on company performance and business planning, for system maintenance support and for hosting of data.
- 5.5 We may also share your personal information with other third parties, for example the Disclosures and Barring Service, or if a business transfer or change of business ownership takes place or is envisaged. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.
- 5.6 Our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.
- 5.7 We may transfer personal information about you outside of the European Economic Area (EEA). To ensure that your personal information receives an adequate level of protection we will put in place appropriate measures to ensure that your personal information is

treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection. For further details, please contact the Data Protection Officer: [dataprotection@ukaea.uk](mailto:dataprotection@ukaea.uk).

## **6 DATA SECURITY**

- 6.1 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we aim to limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

## **7 DATA RETENTION**

- 7.1 We will only retain your personal information for as long as we consider it necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. UKAEA has set out retention periods in the Retention Schedule, which can be provided upon request.
- 7.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, the applicable legal requirements and other factors that we consider relevant.
- 7.3 In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.
- 7.4 Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention schedule.

## **8 YOUR DUTY TO INFORM US OF CHANGES**

- 8.1 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.

## **9 YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION**

- 9.1 Under certain circumstances and subject to certain conditions, by law you have the right to:
- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you.
  - **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
  - **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
  - **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

9.2 You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with your request in such circumstances.

9.3 We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

9.4 In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing. To withdraw your consent, please contact [dataprotection@ukaea.uk](mailto:dataprotection@ukaea.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## 10 HOW TO OBTAIN MORE INFORMATION ABOUT YOUR RIGHTS

10.1 If you have any questions or concerns about how we handle your personal information, please contact [dataprotection@ukaea.uk](mailto:dataprotection@ukaea.uk).

10.2 You also have the right to complain to us if you consider that there has been an infringement of your rights in relation to your personal data. You can submit a complaint using the following channels:

(a) Email: [complaints@ukaea.uk](mailto:complaints@ukaea.uk)

10.3 When we receive a data protection complaint, we will:

- Acknowledge receipt no later than 5 days from receiving it.
- Take appropriate steps to respond without undue delay, which may include making enquiries into the subject matter of the complaint and, where appropriate, keeping you informed about the progress of our handling of the complaint.
- Inform you of the outcome without undue delay.

10.4 You also have the right to make a complaint to the Information Commissioner's Office (ICO), whose contact details are available from the ICO's website (<https://www.ico.org.uk>). The ICO is the authority in the UK which is tasked with the protection of personal data and privacy.

## 11 CHANGES TO THIS PRIVACY NOTICE

11.1 We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

### Schedule 1

| TYPE OF PERSONAL DATA                                                                                            | LEGAL BASIS FOR PROCESSING                                                                                                                                          | WHAT IT MAY BE USED FOR                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal contact details such as name, title, address, telephone numbers and personal email address</b>       | Performance of the contract we have entered into with you<br>Fulfil our legitimate interests (or those of a third party)<br>Compliance with our legal obligations   | To contact you, to verify your identity, to administer our contract with you and to administer benefits                                   |
| <b>Date of birth</b>                                                                                             | Compliance with our legal obligations<br>[Performance of the contract we have entered into with you]<br>Fulfil our legitimate interests (or those of a third party) | For equal opportunity monitoring and reporting, to ensure compliance with our legal obligations, and for business management and planning |
| <b>Gender</b>                                                                                                    | Compliance with our legal obligations<br>Fulfil our legitimate interests (or those of a third party)                                                                | For equal opportunity monitoring and reporting, and to ensure compliance with our legal obligations                                       |
| <b>Emergency contact information</b>                                                                             | Fulfil our legitimate interests (or those of a third party)<br>Protection of your interests                                                                         | To contact your next of kin in the event of an emergency                                                                                  |
| <b>Marital/civil partnership status and dependants</b>                                                           | Compliance with our legal obligations<br>Performance of the contract we have entered into with you<br>Fulfil our legitimate interests (or those of a third party)   | For equal opportunity monitoring and reporting, to ensure compliance with legal obligations, to administer benefit schemes                |
| <b>Government identification numbers [(e.g. social security, national insurance, driving licence, passport)]</b> | Compliance with our legal obligations<br>Performance of the contract we have entered into with you<br>Fulfil our legitimate interests (or those of a third party)   | To verify your identity, to administer payroll and benefits accurately, and to comply with our legal obligations                          |

|                                                                                           |                                                                                                                                                                                      |                                                                                                                                                                |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank account details, payroll information and tax status information</b>               | <p>Compliance with our legal obligations</p> <p>Performance of the contract we have entered into with you</p> <p>Fulfil our legitimate interests (or those of a third party)</p>     | To pay you and ensure compliance with legal obligations                                                                                                        |
| <b>Salary, leave and benefit information and records (including pensions information)</b> | <p>Compliance with our legal obligations</p> <p>Performance of the contract we have entered into with you</p> <p>Fulfil our legitimate interests (or those of a third party)</p>     | To monitor and administer your salary and benefits, and for business management and planning and to comply with our legal obligations including auto-enrolment |
| <b>Employment records (including job titles and work history)</b>                         | <p>[Compliance with our legal obligations]</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                    | To ensure and evidence suitability for your role and for business management and planning                                                                      |
| <b>Performance and conduct information</b>                                                | <p>[Performance of the contract we have entered into with you]</p> <p>[Compliance with our legal obligations]</p> <p>Fulfil our legitimate interests (or those of a third party)</p> | To monitor, assess and improve workplace performance and conduct and for business management and planning                                                      |
| <b>Start date</b>                                                                         | <p>Compliance with our legal obligations</p> <p>Performance of the contract we have entered into with you</p> <p>Fulfil our legitimate interests (or those of a third party)</p>     | To ensure your employment rights are honoured, to ensure you receive the correct benefits and to monitor your length of service                                |
| <b>Education and training records</b>                                                     | <p>[Compliance with our legal obligations]</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                    | To ensure you have and maintain the correct qualifications and skills to perform your role                                                                     |

|                                                                                                       |                                                                                                                                                                                                                                                                                                 |                                                                                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Professional membership records</b>                                                                | Compliance with our legal obligations<br>[Performance of the contract we have entered into with you]<br>Fulfil our legitimate interests (or those of a third party)                                                                                                                             | To ensure you have the relevant memberships required or desirable in order to perform your role         |
| <b>References, CVs, cover letters and work history</b>                                                | [Compliance with our legal obligations]<br>Fulfil our legitimate interests (or those of a third party)                                                                                                                                                                                          | To ensure and evidence your suitability for your role                                                   |
| <b>Proof of work eligibility</b>                                                                      | Compliance with our legal obligations<br>Fulfil our legitimate interests (or those of a third party)                                                                                                                                                                                            | To ensure you have the right to work in the UK                                                          |
| <b>Photograph</b>                                                                                     | Fulfil our legitimate interests (or those of a third party)                                                                                                                                                                                                                                     | To verify your identity [ <i>and to market our services to our customers and clients</i> ]              |
| <b>Location data (through building entry/exit records)</b>                                            | Fulfil our legitimate interests (or those of a third party)<br>Protection of your interests                                                                                                                                                                                                     | To ensure building security                                                                             |
| <b>IT records (including information about your use of our information and communication systems)</b> | Compliance with our legal obligations<br>Fulfil our legitimate interests (or those of a third party)                                                                                                                                                                                            | To ensure network and information security and, if necessary, to detect and prevent inappropriate usage |
| <b>Telephone records</b>                                                                              | Compliance with our legal obligations<br>Fulfil our legitimate interests (or those of a third party)                                                                                                                                                                                            | To ensure network and information security and, if necessary, to detect and prevent inappropriate usage |
| <b>Race or ethnic origin</b>                                                                          | Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or employee in connection with employment<br>Necessary for the establishment, exercise or defence of legal claims<br>Fulfil our legitimate interests (or those of a third party) | For equal opportunity monitoring and reporting, and to ensure compliance with our legal obligations     |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                           |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                                           | Compliance with our legal obligations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                           |
| <b>Health records</b>                                     | <p>Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or employee in connection with employment.</p> <p>Necessary for the establishment, exercise or defence of legal claims.</p> <p>Necessary for the purposes of preventive or occupational medicine, and/or for the assessment of the working capacity of the employee.</p> <p>Fulfil our legitimate interests (or those of a third party)</p> <p>Compliance with our legal obligations RLI, namely safeguarding or emergencies</p> | To ensure employee safety in the workplace and to provide appropriate workplace adjustments                               |
| <b>Attendance records</b>                                 | <p>Compliance with our legal obligations</p> <p>[Performance of the contract we have entered with you]</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                                                                                                                                                                                                                                                                                                                      | To monitor attendance levels, to ensure employee safety in the workplace and to provide appropriate workplace adjustments |
| <b>Disciplinary and grievance records and information</b> | <p>Fulfil our legitimate interests (or those of a third party)</p> <p>Compliance with our legal obligations</p> <p>Performance of the contract we have entered into with you.</p> <p>RLI, namely safeguarding or emergencies.</p>                                                                                                                                                                                                                                                                                                                  | To monitor and, if necessary, address your conduct and any grievances                                                     |
| <b>Biometric data</b>                                     | Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or                                                                                                                                                                                                                                                                                                                                                                                                                                  | For network and information and security protocols.                                                                       |

|                                |                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                | <p>employee in connection with employment</p> <p>Explicit consent</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                                                                                                                                                                                          |                                                                                                     |
| <b>Sexual orientation</b>      | <p>Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or employee in connection with employment.</p> <p>Necessary for the establishment, exercise or defence of legal claims</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                   | For equal opportunity monitoring and reporting, and to ensure compliance with our legal obligations |
| <b>Trade union membership</b>  | <p>Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or employee in connection with employment.</p> <p>Necessary for the establishment, exercise or defence of legal claims</p> <p>Fulfil our legitimate interests (or those of a third party)</p>                                                                   | For trade union administration and to ensure compliance with our legal obligations                  |
| <b>CCTV footage</b>            | <p>Fulfil our legitimate interests (or those of a third party)</p> <p>RLI namely safeguarding or emergencies</p>                                                                                                                                                                                                                                                                  | To ensure building security and monitor operational or construction activities.                     |
| <b>Criminal records checks</b> | <p>Necessary for the purposes of performing or exercising obligations or rights which are imposed on the employer or employee in connection with employment</p> <p>Fulfil our legitimate interests (or those of a third party)</p> <p>Compliance with a legal obligation</p> <p>RLI namely safeguarding or emergencies.</p> <p>Additional grounds which are employment, legal</p> | To ensure and evidence your suitability for your role and to satisfy UK Government requirements     |

|  |                                                  |  |
|--|--------------------------------------------------|--|
|  | rights and deemed<br>substantial public interest |  |
|--|--------------------------------------------------|--|