



DATA PRIVACY NOTICE

ABOUT THIS DATA PRIVACY NOTICE

This Data Privacy Notice (**notice**) applies to **you** if you are a current or former:

- job applicant
- employee, worker, contractor or officer (**Staff**)
- business contact
- shareholder of us or a subsidiary of ours
- visitor to our offices/sites
- website visitor or
- beneficiary identified by an employee to be named on an insurance policy

We, CoGen Limited (**CoGen**) and our subsidiaries, collect and use personal data about you. As we decide what, how and why to process your personal data CoGen is a 'data controller' and the UK's data privacy laws (**UK GDPR**) require us to do process your personal data securely and transparently.

This notice sets out the types of personal data that we may collect and use about you, our legal basis for such collection and use and how long we keep it for. It also tells you about your rights and what to do if you have questions or complaints.

The current version of this notice is kept (in PDF version) on our M-Files Document Management System and our website www.cogenuk.com.

1 PERSONAL DATA & PROCESSING

Personal data is any single piece, or any aggregated pieces of data/information that someone can use to identify a living person. This can include your name and surname, home address, email address, financial information as well as your location data (e.g. digital footprint, CCTV footage or Internet Protocol (IP) address), etc. **Special Category** personal data is that relating to your health, sex life, sexual orientation, race, ethnic origin, political opinion, religion, trade union membership, genetics or biometrics. The **processing** of personal data includes obtaining, storing, organising, recording, using, transferring or destroying it.

2 YOUR PERSONAL DATA

2.1 What, from where and with whom we may share it

The Schedule to this notice sets out non-exhaustive details of the types of your personal data that we may process, the sources for it and with whom we may share it. What we collect and process may vary according to the basis that you and we engage on, as well as your personal circumstances.

2.2 If you chose not to provide personal data

Most personal data about you will come from you. However, if you choose not to provide certain personal data that we request then we may be unable to employ you or to continue with your employment (e.g. if personal data is needed to comply with the law such as evidencing your

right to work) or to perform your contract (e.g. without your bank account details we cannot pay you).

2.3 What we do not do

We will not: (a) use automated decision-making and profiling of personal data; (b) sell or rent personal data to third parties; or (c) share your information with third parties for marketing purposes.

2.4 Why we process your personal data and our lawful basis for doing so

UK GDPR permits us to process your personal data for one or more of the following limited reasons:

- (1) to comply a contractual obligation
- (2) to comply with a legal obligation
- (3) for a legitimate business interest
- (4) to protect your interests and/or
- (5) if we have obtained your express and freely given consent to the processing

Generally, we rely on one or more of the first three reasons. So, for example, we collect an employee's bank account details so that we can comply with our **contractual obligation** in the employment contract to pay the employee their salary. And we will collect passport details in order to comply with our **legal obligation** to ensure that an employee has a right to work in the UK.

We may collect personal data to carry out activities which are in our **legitimate business interests** and such include: (a) complying with law, our policies and/or procedures; (b) protecting the health and safety of staff and visitors; (c) making employment related decisions; (d) maintaining accurate, up-to-date records; (e) managing or monitoring leave and complying with our related obligations; (f) performing, managing, building, planning and restructuring our business; (g) ensuring our systems are secure; (h) preventing or detecting illegal action; (i) defending or pursuing legal claims; and/or (j) protecting our reputation and commercially valuable information.

As regards relying on **your express and freely given consent**, if you are a member of Staff, we will only use this legal ground where it can be so given. So, we will only use it for processing when we expressly specify such is being sought in specified circumstances. purposes.

2.5 Special Category data

For your Special Category personal data UK GDPR imposes tighter controls on us and so we usually only process it for one or more of the following permitted reasons:

- (1) where necessary for performing or exercising obligations or rights imposed or conferred by law on us or You in connection with employment
- (2) you have given your express, freely given consent to the processing
- (3) for reasons of substantial public interest or
- (4) you have already made it public.

Normally, we only process your Special Category personal data for the first or second listed reasons.

For example, for **complying with our legal obligations** such as making reasonable adjustments to the workplace or for the management of absences due to sickness. In such cases, we do not need your consent to perform/meet our legal obligations or exercise rights under employment law.

If we ask for **your consent** then you will have full control over your decision whether to give consent or not and there will be no consequences of not giving consent or exercising Your right to subsequently withdraw Your consent. We will usually rely on obtaining your consent for processing personal data as to your health in respect of benefits for you and beneficiaries you identify such as life and health insurances and associated health care.

2.6 Beneficiaries named by a member of Staff

If you are a member of Staff and benefit from life and/or health insurances or a pension and you nominate anyone (whether a spouse, partner or dependent) to benefit under any such insurance or pension then this notice also applies to them and so **you must first provide this notice to any such beneficiaries and obtain their consent** to our processing of their personal data as is supplied by you and which is within the scope of the information we have requested. Where you supply any such personal data we will assume that the named beneficiary has given you their consent to us processing such personal data.

2.7 Protection

We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our Staff in the performance of their duties.

If we transfer personal data to a third party (e.g. to provide payroll services) we will not allow them to process your personal data for their own purposes and will only permit them to process it for specified purposes in accordance with our instructions. Also, the third parties must implement appropriate technical and organisational measures to ensure the security of your personal data.

We may transfer personal data outside of the UK if adequate protections, in accordance with UK GDPR, are in place. Such transfers may be for sharing data with colleagues or with third party service providers operating outside the UK or who have data centres outside of the UK or, for an international transaction or dispute.

2.8 Storage and erasure

Your personal data is securely stored in UK and/or EU data centres. If it is to be processed outside of the UK or the EU by our suppliers then they have to maintain security procedures in line with UK GDPR requirements.

We will keep your personal data for as long as we need it for the identified, specific purposes for which the data is processed though it can be retained longer if necessary to defend possible legal claims or to comply with legal requirements, professional guidance or industry standards. The exact periods that we keep such data for vary according to the nature of the data and why we need it. Factors determining such periods include: what is prescribed by law; recommended best practice; when a claim can still be made; and if the data is pseudonymised.

It is important that personal data about you that we hold is accurate and current. So, please keep us informed if it changes during your relationship with us.

3 YOUR RIGHTS

UK GDPR gives you rights, including the following (in addition to your right to be informed about the collection and use of their personal data and this notice seeks to so inform you):

- **access** - the right to ask us for copies of the personal data we hold about you
- **rectification** - to ask us to rectify personal data you think is inaccurate or incomplete
- **erasure** - to ask us to erase your personal data in certain circumstances
- **restriction** - to ask us to restrict the processing of your personal data where you have a complaint about how we have handled such data and whilst such complaint is being resolved
- **object** – to object to the way we use your personal data where we are doing so based on our legitimate interests unless we can demonstrate legitimate grounds for continuing to do so which override your interests or, we need to process the data in relation to a legal claim
- **withdraw consent** - at any time, you can withdraw your consent where you previously consented to us using the applicable personal data about you
- **portability** - to ask that we transfer (for your own purposes) your personal data that you gave us to another organisation, or to you, in certain circumstances.

We may not always have to accede to your request, for example, where the law requires us to hold the relevant personal information.

4 REQUESTS, QUESTIONS OR COMPLAINTS

If you have any questions, issues or complaints or wish to exercise any of your rights concerning your personal data that we hold then please contact us at the following address - please head your communication '*Data Privacy*':

- **email** - davidleedham@cogenuk.com
- **post** – David Leedham (GC), CoGen Limited, 3rd Floor, 4-8 Ludgate Circus, London EC4m 7LF.

Also, you can complain to the Information Commissioner's Office (the UK's supervisory authority for data privacy matters – www.ico.org.uk) at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or call their helpline on 0303 123 1113. However, we do hope that you will try to resolve your complaint with us first.



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Ian Miller, Chief Operating Officer

Dated 22 September 2023

SCHEDULE - Types, Sources & Sharing

(1) Types of your personal data we process		Job applicant	Staff	Beneficiary	Business contact	Office/site visitor	Shareholder	Website Visitor
<i>Name contact</i> /	name, age, date of birth & personal contact details	√	√	√				
	name, business contact details & business you represent		√		√	√	√	
<i>Signature</i>	signature to verify information provided by you or on contracts	√	√		√	√	√	
<i>History</i>	education & employment history, skills & experience, qualifications & evidence of them, memberships, hobbies & interests	√	√					
<i>Checks</i>	references & (according to the role) background checks & psychometric/other tests & results	√	√					
<i>Identity</i>	identity evidence e.g. passport & proof of address		√		√			
<i>Right to work</i>	evidence of right to work in the UK e.g. passport	√	√					
<i>Physical needs</i>	data to enable safe working/visits e.g. PPE sizes, dietary needs, health conditions for which we may need to make reasonable adjustments	√	√			√		
<i>Diversity</i>	diversity data for statistical reporting purposes	√	√					
<i>Meetings</i>	information from your visit/meeting	√	√		√	√		
<i>Financial</i>	bank account details for payments		√		√		√	
	NI number, tax details and payroll data		√					
<i>Location</i>	work/office location data		√			√		
<i>Driving</i>	ability to drive on our business (e.g. driving licence, insurance) & expenses data (e.g. engine size/fuel) or if a visitor car registration		√			√		
<i>Accidents</i>	details of involvement in an accident at work or our office/site		√			√		
<i>General</i>	gender, marital/family status & place of birth		√					
<i>Emergency</i>	names, relationship, contact numbers and email address		√					
<i>IT usage</i>	documents & websites accessed via our IT & your username, password, IP address for our IT		√					
<i>Interests</i>	other employment, conflict of interest or gift declarations		√					
<i>Pensions</i>	past & current state & occupational pension schemes		√					
<i>Employment terms</i>	salary, benefits, job specification & terms, work locations, hours, holidays, start & leave dates		√					
<i>Benefits</i>	data for procuring benefits e.g. life & or health insurance		√					
<i>Time / costs</i>	hours/overtime worked & expenses claimed		√					
<i>Content</i>	photos/articles/resumes for internal/external business development		√					
<i>Absence leave / sickness</i> /	holiday/sick/special leave (e.g. maternity/paternity/shared leave), associated pay arrangements and health information from you, statements of fitness for work, occupational health checks/referrals, sick leave communications		√					
<i>Training</i>	training offered/requested and attendance and records		√					
<i>Performance</i>	probation & subsequent reviews, promotions, disciplinary & grievance matters or any whistleblowing		√					
<i>IP address</i>	IP address e.g. when you visit our websites							

SCHEDULE - Types, Sources & Sharing (cont.)

(2) Sources of your personal data that we collect and process		Job applicant	Staff	Beneficiary	Business contact	Office/site visitor	Shareholder	Website Visitor
<i>You</i>	as part of your investment into CoGen						√	
	when visit one of our offices/sites/websites					√		
	communications with us	√	√	√	√	√		√
<i>Checks</i>	background check providers		√		√			
<i>Authorities</i>	Government agencies e.g. HMRC		√		√		√	
<i>Public</i>	public sources e.g. LinkedIn, Google, social media		√		√			
<i>Employers</i>	previous/current employers	√	√		√			
<i>Service providers</i>	medical assessors (e.g. doctors)		√					
<i>Agents</i>	recruitment consultancies	√						

(3) Sharing – whom we may share your personal data with		Job applicant	Staff	Beneficiary	Business contact	Office/site visitor	Shareholder	Website Visitor
<i>Staff</i>	members of our staff as necessary for them to undertake their duties		√	√	√	√	√	
<i>Group</i>	companies in the same group		√		√		√	
<i>Consented</i>	any party if you have given us your consent		√	√	√	√	√	
<i>Business</i>	business contacts and potential buyers/investors		√		√		√	
<i>Advisers</i>	professional advisers e.g. accountants, auditors and lawyers		√		√	√	√	
<i>Authorities</i>	competent regulatory/law enforcement bodies, government agencies (e.g. HMRC for tax, Companies House)		√		√	√	√	
<i>Service Providers</i>	providers of staff-benefits (e.g. pensions, health or life insurance) & businesses that help us run our business (e.g. IT service providers, lawyers, accountants, medical professionals etc.) or to deliver services to clients (e.g. consultants such as project managers, engineers)		√	√				√
<i>Future employers</i>	any subsequent employer to whom that you have asked us to provide a reference		√					