



Introduction

Navigator Terminals (Navigator) are committed to protecting the privacy and security of your personal information, (*Personal information means any information about an individual from which that individual can be identified. It does not include information where the identity has been removed (anonymous data).*) whether you are an employee, worker, contractor, supplier, client or visitor. This notice will describe how we collect and use your personal information (during and post your employment/relationship with us) in accordance with the General Data Protection Regulation (GDPR).

Navigator is a “data controller”. This means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information covered in this privacy notice.

This notice applies to current and former employees, workers, contractors, suppliers, clients and visitors. It does not form part of any commercial contract, contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice together with any other privacy notice we may provide from time to time when we are collecting or processing personal information about you so you are aware of how and why we are using such information.

Data protection principles

Navigator will comply with data protection law and to do this the personal information we hold about you must be:

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

The information we will hold about you

Details of the personal information about you we will collect, store and use can be found within Appendix 1 below.

How do we collect your personal information?

We collect personal information about employees, workers, contractors, suppliers, clients and visitors through the due diligence process and application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional personal information from third parties including former employers, credit reference agencies or other background checks agencies and in the course of work related activities throughout your time with us.

How will we use the information about you?

We will only use your personal information when the law allows us to. The most common reasons we will use your personal information are:

- Where we need to meet the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest.

Situations when we will use your personal information

The categories of information referred to in "The information we will hold about you" section above allows us to meet our contract with you. In some cases we may use your personal information to pursue legitimate interests of our own, and those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information can be found on Appendix 2.

Some of the grounds for processing your personal information may overlap and there may be several grounds which justify our use of your personal information.

Failure to provide personal information

In the event you fail to provide certain information when requested we may not be able to fulfil our obligations to you, for example paying you and providing benefits, or we may be prevented from complying with our legal obligations, for example Health and Safety.

Change of purpose

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

There may be occasions we process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Particularly sensitive personal information and our obligation as your employer

Information relating to leaves of absence, which may include sickness absence or family related leave, will be used to enable us 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 on our premises and to assess your fitness to work, to provide appropriate adjustments, to monitor and manage sickness absence and to administer benefits.

Information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out legal obligations or exercise specific rights within employment law. There may be limited circumstances, when we may approach you for your written consent to allow us to process certain particularly sensitive information. In this event we will provide you with full details of the information we would like and the reason we need it to enable you to carefully consider whether you wish to consent. It is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

We do not envisage that we will hold information about criminal convictions.

Automated decision-making

We do not envisage any decisions will be made about you using automated means, however we will notify you in writing if this position changes.

Data sharing

There may be occasions when we may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

When would we share your personal information with third parties?

Your personal information would be shared with third parties where we are required to do so by law, where it is necessary to administer the working relationship we have with you, or where we have another legitimate interest to do so.

Which third-party service providers process your personal information?

Third parties includes third-party service providers and other entities within our group.

The activities carried out by our third party service providers are

- HR and Payroll
- Pension administrations
- Benefit provision and administration



- IT services
- Credit reference checks.

How secure is my information with third-party providers and other entities in our group?

All our third-party providers, and other entities in our 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 providers to use your personal data for their own purposes and are only permitted to process your personal data for specified purposes and in accordance with our instructions.

What about other third-parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

Data security

We have 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 limit access to your information to those employees or third parties who have a business need to know. They will only process your information on our instructions and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for including for the purposes of satisfying any legal, accounting or reporting requirements. When determining how long to retain your information for, we will consider the amount, nature and sensitivity, the potential risk of harm from unauthorised use or disclosure, the purpose for which we process it and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your information so that it can no longer be associated with you in which case we may use such information without further notice to you. When your employment with us ceases we will retain and securely destroy your information in accordance with applicable laws and regulations.

Your rights in relation to your personal information

By law in certain circumstances 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 and to check that we are lawfully processing it.
- **Request correction** of the personal information 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 circumstances 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.

In the event you wish to review, verify, correct or request erasure of your personal information, object to the processing of your information or request we transfer a copy of your information to another party please contact the HR Department in writing.

Keeping us informed of changes

It is important the personal information we hold about you is accurate and current. Please keep us informed if your personal information.

Fees

In the event you make a request to access your personal information (or to exercise any of your other rights) no fee is payable. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.

What we may need from you

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.



NAVIGATOR TERMINALS UK
UK POLICY

PRIVACY NOTICE

Doc.no.:

Issue:

Right to withdraw consent

In the limited circumstances where you 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 at any time. To withdraw your consent please contact the HR Department.

Once we have received notification 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.

Changes to Privacy Notice

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 changes. We may also notify you in other ways from time to time about the processing of your personal information.

Appendix 1 - The information we will hold about you

Categories of personal information Navigator may collect are:

- *Personal details such as name, title, address, telephone numbers, personal email addresses, D.O.B., gender, marital status, dependants, next of kin, emergency contact information, national insurance number and photograph.*
- *Payroll records, tax status information, salary, pension and benefits information.*
- *Your personal bank account details.*
- *Employment records (including job titles, work history, working hours, training records and professional memberships).*
- *Start date, location of employment.*
- *Annual leave.*
- *Performance information.*
- *Recruitment information (including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the application process).*
- *Copy of driving licence and passport*
- *Your educational qualification.*
- *Disciplinary and Grievance information.*
- *CCTV footage and other information obtained through electronic means such as swipecard records.*
- *Information about your use of our information and communications systems.*

We may also collect store and use the following “special categories” of more sensitive personal information:

- *Information about your race or ethnicity, religious beliefs, sexual orientation*
- *Information on your health, including any medical condition, health and sickness records.*

APPENDIX 2 - Situations when we will use your personal information

How Navigator may use your personal data.

The situation in which we may process your personal information are listed below. We have indicated by asterisks the purpose or purposes for which we will process your personal information.

- *Making a decision about your recruitment or appointment**
- *To determine the terms on which you will work for us**
- *Checking you are legally entitled to work in the UK***
- *To enable us to pay you (and to deduct appropriate tax and national insurance)**
- *To enable us to provide the benefits specified within your contract to you**
- *To liaise with your pension provider**
- *Administering the contract we have entered into with you**
- *Conducting performance reviews, managing performance and determining performance requirements**
- *Making decision about salary reviews and compensation.* and ***

- *Assessing qualification for a particular job or task, including decisions about promotion* and ***
- *Gathering evidence for possible grievance or disciplinary hearings* and ***
- *Making decision about your continued employment * and ***
- *Making arrangements for the termination of your employment * and ***
- *Education, training and development requirements **
- *Dealing with legal disputes involving you or other employees including accidents at work* and ***
- *Ascertaining your fitness to work * and ***
- *Managing sickness absence**
- *Complying with health and safety obligations * and ***
- *To prevent fraud ***
- *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 our computer and electronic communications systems and preventing malicious software distribution**
- *To conduct data analytics studies to review and better understand employee retention and attrition rates****

Key

- **To enable us to fulfil our contract with you*
- *** To enable us to comply with legal obligations*
- **** To pursue legitimate interest of our own and third parties*