

Privacy Policy

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1. Introduction

Adept Consulting Engineers Ltd, Adept Consulting Engineers (Manchester) Ltd, and Adept Consulting Engineers (Birmingham) Ltd ("Adept", "we", "us", or "the Company") are committed to protecting the privacy and security of your personal information.

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

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

It is important that you read this notice, together with any other privacy notice we may provide 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.

Adept is the data controller. This means we are responsible for deciding how we hold and use your personal information.

2. Data Protection Principles

We will comply with data protection law. This says that 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.

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3. What information we hold

Personal data means any information about an individual from which that person can be identified. It does not include anonymous data.

We collect, store and use the following types of personal information:

- Personal contact details such as name, address, phone number and personal email address
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- National Insurance number
- Bank details, payroll records and tax information
- Salary, annual leave, pension and benefits information
- Start date
- Primary place of work and office location
- Driving licence (where relevant)
- Recruitment information (including right to work documentation, references and application details)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Compensation history
- Performance information
- Disciplinary and grievance information
- CCTV footage
- Information about your use of our IT and communications systems (in line with our IT policies)
- Photographs (for identification, communication, or business purposes)
- Workplace attendance data, including office access, working hours and timekeeping records, where required for operational, security and compliance purposes

We may also process the following more sensitive personal information where required:

- Race or ethnicity
- Professional or trade union memberships
- Health information, including medical conditions and sickness records

We do not expect to hold information about criminal convictions unless this is legally required.

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4. How we collect your data

We collect personal information through recruitment and onboarding processes, either directly from you or from third parties like recruitment agencies, background check providers or former employers.

We also collect information during your employment.

5. How and why we use your data

We will only use your personal information where the law allows us to:

- Perform our contract with you
- Comply with legal obligations
- Support legitimate business interests (balanced against your rights)
- Protect your vital interests, or those of another person (in limited cases)

We use your personal information to:

- Manage recruitment and employment
- Confirm your right to work
- Pay salary and administer benefits
- Manage performance and development
- Handle disciplinary and grievance processes
- Support promotions and job assessments
- Plan and manage business operations
- Manage health and safety and sickness absence
- Deal with legal claims and disputes
- Prevent fraud
- Monitor use of IT systems and ensure security
- Carry out workforce planning and data analysis
- Monitor equality and diversity
- Review staff skills and competencies
- Monitor compliance with policies, including timekeeping
- Monitor working time, including overtime where applicable

Where we rely on legitimate interests, we ensure these are balanced against your rights and freedoms.

Some of the above legal bases may overlap, and more than one basis may apply to our use of your personal information.

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6. Sensitive data and additional safeguards

We only process sensitive personal data where this is permitted by law and where additional safeguards are applied. This may include:

- Meeting employment law obligations
- Assessing fitness for work
- Managing sickness absence and workplace adjustments
- Monitoring equality and diversity

We do not usually rely on consent, but will request it where required.

7. Automated decision making

We do not expect to make decisions about you based solely on automated processing.

If this changes, you will be notified.

8. Data sharing and transfers

We may share your personal data with third-party service providers and other Adept entities where this is necessary to support our business operations or employment relationship with you.

We ensure all third parties handle your data securely and in line with data protection law.

We may transfer your personal information outside of the UK. Where this happens, appropriate safeguards will be in place to protect your data.

9. Data security and breaches

We have implemented appropriate technical and organisational measures to protect the security of your personal information against accidental loss, unauthorised access, use, alteration or disclosure.

Access to your data is limited to those who need it, and we have procedures in place to deal with suspected breaches.

If you become aware of a suspected data breach involving personal information, you must report it immediately in line with Adept's Data Protection Policy or IT procedures.

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10. Data retention

We only keep personal data for as long as necessary to meet legal and business requirements.

When determining retention periods, we consider:

- The nature and sensitivity of the data
- The risk of harm
- The purpose of processing
- Legal requirements

We may anonymise your data where appropriate. After your employment ends, your data will be retained and securely destroyed in line with our retention policies and applicable legal requirements.

11. Your data protection rights

You have the right to:

- Access your personal data
- Correct inaccurate data
- Request deletion
- Object to processing
- Restrict processing
- Request transfer of your data

To exercise your rights, you should contact the Office Manager.

We will respond within one month unless an extension is permitted.

12. Fees, consent and contact

There is normally no fee for exercising your rights, although a fee may apply for excessive requests. We may ask for identification to verify your request.

Where consent is required, you may withdraw it at any time.

If you have any questions about this privacy notice or how your data is handled, contact the Office Manager or the designated person responsible for data protection within Adept.

You also have the right to contact the Information Commissioner's Office (ICO).

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13. Changes to this notice

We may update this notice and will notify you of any significant changes.

Erol Erturan
Managing Director
May 2026

Acknowledgement

I, _____, confirm I have received and understood this privacy notice.

Signature: _____

Date: _____