



Scientific & Chemical Supplies Ltd.

Carlton House
Livingstone Road
Bilston
West Midlands
WV14 0QZ
United Kingdom
Tel: 01902 402 402
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www.scichem.com

Privacy Notice - Employees

Scientific & Chemical Supplies Ltd. was established in 1957 and supplies scientific education equipment, laboratory equipment and chemicals to a wide range of customers in the UK, Republic of Ireland and around the world.

In this Privacy Notice, we, Scientific & Chemical Supplies Ltd. provide information about how we receive, collect, use and transfer information about you as an employee or when your employment ceases.

Scientific & Chemical Supplies Ltd. includes the trading names of SciChem, Shaw Scientific and Scientific & Chemical International. This privacy policy explains how we use any personal information we collect about you when you interact with our company and websites.

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Scope

This privacy policy only applies to employees of the company or when your employment ceases.

Consent

We need to hold data on you regarding your employment with us.

What information do we collect about you?

This will include your name, date of birth, home address, contact telephone numbers, next of kin and an emergency contact, details of any allergies or medical conditions that we need to be aware of, sickness and injuries, including information on accidents, salary and benefits package, bank account and sort code, tax code, pension and life cover and for specific employees passport details.

How will we use the information about you?

We use information to help fulfil attendance records, sickness, holiday requests or any other non specific absences, government organisations, service sector and requested references.





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Sharing and Transfers of Information

Scientific & Chemical Supplies Ltd. will not sell your information to an unrelated third party. We may need to share your data with selected third parties such as payroll, pensions and life cover, employment/HR or occupational health advisors and service sectors.

Marketing

We will not contact you unless it is regarding your employment with us.

Retention, Access to your information and Correction

We keep data at least as long as required by applicable law, and sometimes for a longer period. You have the right to request a copy of the information that we hold about you by making a Subject Access Request (SAR). We will make reasonable efforts to respond promptly to such requests in accordance with applicable laws. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. If we agree there is not a "legitimate interest" in retaining the information then any data about you will be removed and deleted.

If you would like a copy of some or all of the information please email us at HR@scichem.com.

Information Security

We take commercially reasonable technical, physical, and organizational steps to safeguard any information you provide to us. This includes protecting it from unauthorized access, loss, misuse, or alteration. Although we take reasonable security precautions, no computer system or transmission of information can ever be completely secure or error-free, and you should not expect that your information will remain private under all circumstances. It is your responsibility to safeguard any passwords, ID numbers, or similar individual information associated with your use of our websites.

Changes to our Privacy Notice

We keep our Privacy Notice under regular review and we reserve the right to change this Notice from time to time and at our sole discretion. Updates will be published on the internal intranet and notice boards.

This Privacy Notice was last updated in line with the requirements of the new legislation introduced on 25th May 2018.

How to contact us

Please contact us if you have any questions about our Privacy Notice or information we hold about you.

By email: HR@scichem.com

By post:

HR Department
Scientific & Chemical Supplies Ltd.





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Philip Palser
Company Director and Chief Technology Officer

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