

## **Employee Privacy Notice**

We process personal information of our employees and applicants for recruitment, payroll, performance management, general administration and medical insurance. This includes contact details, identification information and documents.

Your data are accessed only by authorised personnel and shared, when necessary, with government departments and medical insurance providers.

All personal data are stored securely and retained only for as long as required for employment and record-keeping purposes.

You may contact us at <u>info@devisers.org.uk</u> for any questions or to request access, correction or deletion of your information.