

## **Acknowledgement by Employee**

I acknowledge receipt of my Statement of Terms and Conditions of Employment and acknowledge the foregoing to be a true account of my principal terms and conditions of employment.

I confirm I have received a copy of the Company Employee Handbook.

## **PROCESSING OF PERSONAL DATA**

For the purposes of the General Data Protection Regulations, I hereby acknowledge and understand that the Company is required to hold and process the personal data provided by me to the Company. The Company will process my personal data for the purpose of performing the contract of employment between us, to comply with any legal obligations or if it is necessary for the legitimate interests of the Company (or for the legitimate interests of someone else). Data will be processed for all purposes relating to my employment with the Company including but not limited to: -

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits
- Providing and administering benefits
- Undertaking performance appraisals and reviews
- Maintaining sickness and other attendance records
- Providing references and information to future employers on request and if necessary to the HMRC, Contributions Agency and other authorised bodies
- Providing information in any event where the Transfer of Undertakings (Protection of Employment) Regulations will apply
- Processing data along with the Company's suppliers for the purposes of carrying out the contract including but not limited to payroll, pension, insurance providers and business advisors