Employee Privacy Policy Notice

Gecko Programmes collects and processes personal data relating to its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

Gecko Programmes collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender;
- The term and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about any criminal record, if applicable;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave etc;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issues to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your employment; from correspondence with you; or through interviews, meetings or others assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, and information from criminal records checks permitted by law.

Your date will be stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation user for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to your data?

Your information may be shared internally, including with HR payroll, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The organisation may also share your data with third-parties in the context of a sale or merger of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The organisation also shares your data with third parties that process data on your behalf, i.e. pensions or the provision of occupational health.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal polices and control in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. There are restricted permissions levels on your HR folder related to who has access to your personal and sensitive information.

For how long does the organisation keep data?

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment is stated in Appendix 1 of Data Protection & Procedure Policy.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to efficiently administer the rights and obligations arising as a result of the employment relationship.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- object to the processing of your data where the organisation is relying on it legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Controller, Sandeep Dawar, on 0121 340 2307 or email sandeep.dawar@geckoprogrammes.co.uk.

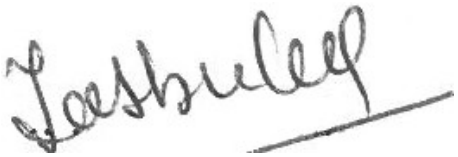
If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner on 0303 123 1113, or via live chat at https://ico.org.uk/concerns/

Emergency Contacts

If you would like us to retain information of someone (or a number of people) who you would expect us to contact in the case of an emergency, please complete the Emergency Contract Form and ask the contact to sign the form where indicated, in order to provide us with permission to retain his/her details.

Please sign a return one copy of this letter to confirm your acceptance of the terms of our Privacy Policy:

Declaration: I will review and revise this policy as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Gecko Programmes Ltd
Date: 14 January 2026

Version No: EPP22020101 Review Date: 14/01/2027

Employee Name: …….

Signature: …….

Date: ……

Sandeep Dawar
Data Controller
Gecko Programmes
Registered Office:
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