



VALCAN

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Valcan Ltd GDPR Policy – May 2018

Valcan Ltd aim to retain employee data and customer data for no longer than is necessary and only for the purposes for which the data is processed. The below table shows the retention periods for the data that we may hold.

Valcan Employee Data

Some personal data is retained for employment purposes, to assist in the running of the business and/or to enable individuals/ companies to be paid, in which case we generally follow the 'recommended' retention period. Some personal data is retained for statutory purposes, in which case we follow the 'statutory' retention period.

Record	Retention Period
Accident books, accident records, accident reports	Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches age 21). Statutory.
Accounting Records	Three years for private companies, six years for public limited companies. Statutory.
Actuarial Valuation Records	Permanently
Application Forms and Interview Notes (for unsuccessful candidates)	6 Months
Assessments under Health & Safety Regulations and records of consultations with safety representatives and committees	Permanently
Control of Substances Hazardous to Health Regulations (COSHH) records of tests and examinations of control systems and protective equipment	Five years from the date on which the tests were carried out. Statutory
DBS, PVG, Access NI certificates/ copies	Six Months
DBS Certificate information required by CQC	Three years or until superseded if less
Driving Licence, vehicle insurance, MOT certificate details	One year after expiry unless renewed
Expatriate records and other records relating to foreign employees (e.g. visa, work permits etc)	Six Years after employment ceases
Income Tax and NI returns, income tax records and correspondence with HMRC	Not less than three years after the end of the financial year to which they relate.
Inland Revenue/ HMRC approvals	Permanently
Medical Records and details of biological tests under the Control of Lead at Work regulations	40 years from the date of the last entry



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Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry
Medical records under the Control of Asbestos at Work Regulations, medical records containing details of employees exposed to asbestos and medical examination certificates	40 Years from the date of the last entry (medical records); four years from the date of issue (medical examination certificates)
Medical records under ionising radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years
National minimum wage records	Three years after the end of the pay reference period following the one that records cover
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Pension scheme money purchase details	Six years after transfer or value taken
Pensioners' records	12 years after benefit ceases
Personnel files and training records (including disciplinary records and working time records)	Six years after employment ceases
Redundancy details, calculation of payments, refunds, notification to the secretary of state	Six years from the date of redundancy
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	Six years from the end of the scheme year in which the event took place
Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently
SMP, SAP, SSPP records, calculations, certificates (Mat B1's) or other medical evidence, notifications, declarations and notices	Three years after the end of the tax year in which the leave period ends
Statutory Sick Pay records, calculations, certificates, self-certificates	Six years after the employment ceases
Trade Union Agreements	10 Years after audit
Trust deeds and rules	Permanently
Wage/ salary records (also overtime, bonuses, expenses)	Six years
Working time records	Two years from date on which they were made

Valcan will never share employee details with anyone outside the company or non-relevant internal parties.



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Valcan Customers & Suppliers

How will your information be used?

Valcan Ltd are a manufacturer and use a large distributor network to sell and distribute goods. Due to this vast network, Valcan operate an extensive CRM system which contains information of all projects and all companies involved in the projects. Our internal sales team work closely with our distributor teams to discuss and follow up leads and will share customer information as and when relevant.

Valcan Ltd may share your details with other organisations and companies that we work with from time to time or to customers or persons requiring a particular product or service that you may offer. Our records typically include company details and your personal contact details then any communications from/ to you relating to projects, products and services.

Valcan Ltd regularly use e-marketing for promoting goods and services and use information collated from our CRM systems. We rely on our customers consent to use direct mail and any customers who do not wish to be contacted are given the option to unsubscribe. All existing subscriptions to our e-marketing have been contacted and given the option to opt out of any further contact in this way and also re-assured of our data privacy policy. Any future added subscriptions will be on a customer consent basis only and we will never unknowingly market to persons without prior consent however we are part of Barbour ABI and do use their data for marketing purposes. This data is used on the day it is downloaded and then deleted. It is not stored on any internal files. All personal data on these downloads is only from those who have opted in to be a part of this scheme.

Valcan Ltd insure all customer accounts with an external company and share the relevant customer details with them. In the event of non-payment we are obligated to advise our insurers of this at the earliest opportunity and discuss any issues relating to it.

Valcan do not hold any personal banking or card details of customers on site as all payments are direct BACS transfers or cheque. We do not have card processing facilities on site.

Your Choices and Rights

You have a number of rights in relation to your information and can make choices on how we use it. For example, you can decide not to receive marketing information from us.

Note that the choices you make may impact our ability to maintain a full working relationship with you or keep you up to date with important changes and updates in the company, products or industry.

You can contact us on the details below to request copies of the personal details we hold about you and view communication history.

To opt out of any current e-marketing you will need to use the unsubscribe link provided on the e-shots.



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If you have any concerns about how we use your information, please contact us:

FAO Data Protection Officer
Valcan Ltd
7 Robins Drive
Bridgwater
Somerset
TA6 4DL

Our business depends on your information and it is within our interests to protect it.