

**INTER TERMINALS LIMITED**  
**UK PRIVACY NOTICE FOR JOB APPLICANTS, EMPLOYEES,**  
**WORKERS AND AGENCY WORKERS**

Inter Terminals is committed to protecting and respecting your privacy and complying with data protection legislation. This privacy notice explains how Inter Terminals uses any personal data which we collect about you both when you apply for a job with us and then as part of any subsequent employment in the UK. If you are a worker or agency worker, this notice will apply equally to you on the same basis as if you were an employee since your relationship with Inter Terminals and the data that we collect about you in connection with that relationship is likely to be broadly similar to that of an applicant and an employee.

When you provide personal data to us, the relevant Inter Terminals group company to which you are making a job application, or with which you (or your agency) have a contract, will have the role of data 'controller'. Within this privacy notice 'Inter Terminals' shall refer to Inter Terminals Limited and its subsidiaries and 'we' 'us' and 'our' shall be interpreted accordingly. If you have any queries about this privacy notice you should contact the Head of HR in the first instance who can be contacted by email [dataprotection@interterminals.com](mailto:dataprotection@interterminals.com).

**What personal data do we collect about you?**

We collect personal data about you when you apply for a job with us and then as part of any subsequent employment. Whilst much of the personal data that we hold will be provided by you, some may come from external sources (such as referees, recruitment agencies or occupational health advisers) and some may come from internal sources (such as your Supervisor, if you are an employee).

Job Applicants

For job applicants this would include data such as your name, address, telephone number, email address, details of health issues / any special requirements in relation to interview, education and training history, qualifications, employment history, membership of professional bodies and societies, languages spoken, whether you have the right to work in the UK, driving licence details (including any endorsements), whether you are a member of the UK reserve forces, information provided or obtained as a result of confirming (or otherwise) compliance with the conditions to employment (such as in providing pre-employment medical information, references, identity and security documentation, right to work documentation and background checks relevant for the job for which you have applied), together with any other information provided by you in your application and during your application process.

Employees

For employees this would include all data set out in the list above for job applicants, as well as data such as date of birth, gender, national insurance number, driving and driving licence details (including any endorsements) for yourself and any other person who at your request is authorised to drive a vehicle which is insured by Inter Terminals (including hire vehicles), pay, benefits, pension contributions, contract and any amendments to it, tax codes, student loan details, bank account details, trade union membership, health information, sickness absence, information gathered as part of the disciplinary or grievance procedures or otherwise as part of any investigatory report which we might undertake, information gathered as part of any request for leave (including in connection with

maternity and paternity leave or other family friendly policies), information gathered in connection with inductions, probation reviews, courses attended and other performance and or competence reviews, whistle-blower reports made by you or otherwise involving you, information provided within an expression of wish for any life cover scheme, emergency contact details, images and any correspondence with or about you.

Employees are also very likely to be referred to in many company documents and records that are produced both by the employee and by their colleagues in the course of carrying out their duties and the business of Inter Terminals. In addition, from time to time employees may be asked to give consent for their image to be included in Inter Terminals' marketing materials.

Employees should also be aware that we monitor internet access across our systems (with the user, site(s) visited, duration of visit, and time of visit recorded); and that we may also monitor employees' use of social media on the internet.

### CCTV

Job applicants and employees should be aware that we operate CCTV at some sites and that images of you may be processed. Signage indicates the sites at which CCTV is in operation and you are referred to the UK Privacy Notice for CCTV Recording which is available at [www.interterminals.com](http://www.interterminals.com).

### **What will your personal data be used for and why?**

In the case of job applicants, your personal data will be used for the purposes of processing your job application. We consider the legal basis for processing your personal data to be in order to take steps at your request prior to entering into a contract (save for the processing of any special categories of personal data which shall be processed in accordance with the legal basis set out below).

In the case of employees, your personal data will be used for the purposes of personnel and payroll administration and also for the purpose of general business administration. We consider there to be three potential legal bases for processing your personal data: first because the processing is necessary for the performance of your contract; secondly because the processing is necessary for compliance with a legal obligation to which we are subject; and thirdly because the processing is necessary for the purposes of our legitimate interests, being the administration and management of the relationship between you and Inter Terminals (including the administration of any insured benefits and any pension arrangements) and managing the business of Inter Terminals. One or more legal basis may apply for each processing operation.

Inter Terminals monitors use of the internet across its systems for the purpose of detecting unauthorised or excessive use and to promote an effective, business-orientated operation of its computer systems. We may also monitor an employee's use of social media on the internet, both in routine audits of our computer systems and in specific cases where a problem relating to unauthorised use or breach of our policies is suspected. We consider the processing to be necessary for the purposes of our legitimate interests (being the management of the relationship between you and Inter Terminals and managing the business of Inter Terminals) and for the performance of your contract.

You should note that we will process personal data concerning job applicants' and employees' health (such as in connection with pre-employment medicals, occupation health checks where required or in connection with sickness absence, occupational health advice provided to us, capability assessments

and general sickness absence records) and membership of any Trade Union as well as other special categories of personal data where necessary for the purposes of carrying out our obligations and in exercising our rights in the field of employment law. In some situations, where Inter Terminals considers it necessary to process special category personal data and where such processing would not otherwise be deemed necessary for the purposes of carrying out Inter Terminals' obligations and exercising its rights in the field of employment law, your explicit consent to the processing of that data shall be sought at the time the data is requested. Where appropriate, when processing special categories of personal data Inter Terminals may also rely on where the individual has made the special categories of personal data manifestly public or in order to establish, exercise or defend legal claims.

You should note that where we process personal data (including any special category personal data) which you provide in connection with an expression of wish for any life cover scheme, that your explicit consent to the processing of that data shall be sought at the time that the data is provided.

We will use the driving licence details (including any endorsements) that you provide for yourself (and any other person who at your request is to be authorised) to assess your (and their) suitability to drive vehicles which are insured by Inter Terminals (including hire vehicles).

You should note that where we relied upon consent as the legal basis for processing your personal data prior to 25 May 2018, after this date the relevant legal bases described above shall apply to the continued processing of such data in circumstances where such consent is no longer relied upon.

### **Who else might have access to or receive your personal data?**

We may share your personal data with certain employees, workers, agency workers, agents and or professional advisers and those of and our wider group of companies, which at the date of this notice comprises Inter Pipeline Ltd. and its subsidiaries, where considered appropriate for the purposes for which the data is being processed.

We may also share your personal data with other third party companies who provide services to us (for example, payroll providers, insurance administrators, pension administrators, occupational health advisers, company car administrators, and information technology service providers).

We may also share your personal data where we are under a legal obligation to do so.

### **How long will your personal data be stored for?**

Whilst it is difficult for us to give you an exact period of time for which your personal data will be stored (as this will depend on the personal data itself and the purpose for which it is being processed) we would normally:

- store personal data relating to job applicants for no longer than six months from the date that it becomes clear that an offer of employment will not be made or is not accepted;
- store the personal data of employees for at least six years after the termination of their employment.

Special categories of personal data (including data concerning health, trade union membership and data provided within any expression of wish forms) shall normally be retained in accordance with the

above provisions. Personal data provided within an expression of wish for any life cover scheme shall be destroyed upon termination of employment.

We shall ensure that personal information is not kept in a form which permits your identification for any longer than is necessary. Similarly, we shall take steps to ensure that any personal data which is inaccurate is erased or updated without delay. Notwithstanding the foregoing, all emails sent to and from any Inter Terminals' email addresses may be kept for long periods in accordance with archiving protocols adopted by Inter Terminals from time to time.

### **What rights do you have in respect of your personal data?**

Under the data protection legislation you have various rights in relation to your personal data. These include the right to: request from us access to your personal data; request from us the rectification or erasure of your personal data; request from us the restriction of processing or to object to the processing of your personal data; data portability.

Where processing is based on you having given your consent for such processing, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You also have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the data protection legislation with regard to your personal data.

### **What happens if you fail to provide personal data?**

In the case of job applicants, we do require you to provide personal data requested in order for us to process your application. If you do not provide the data requested, then your application may be discontinued.

In the case of employees, failure to provide personal data which we legitimately require, may prevent us from administering your contract or otherwise prevent us from the lawful processing of your personal data. If you do not provide the data requested, it is possible that this would be treated as a disciplinary issue and may result in the termination of your employment. Where requested, if you refuse to give your consent for the processing of any personal data (including special categories of personal data) or otherwise withdraw your consent for such processing, we may need to make a decision relating to your employment without the benefit of such data.

If you (or any other persons who at your request is (to be) authorised) fail to explicitly consent or otherwise withdraw consent to the processing of your driving licence details (including any endorsements) in connection with driving vehicles which are insured by Inter Terminals Group (including hire vehicles), the authorisation to drive such vehicles may be refused or terminated.

### **Will your personal data be transferred outside the European Union to a 'third country'?**

It is possible that your personal data will be transferred outside the European Union to a third country during the course of or otherwise in relation to your employment (for example, to Inter Pipeline Ltd. in Canada). If your personal data is transferred outside of the European Union then such transfer will be made in compliance with the conditions of transfer set out in data protection legislation.