



Data Protection Notification for data subject category "employees"

Notification drafted on May 21, 2018

Our name/contact details are Sensorex, 11751 Markon Drive, Garden Grove, CA 92841

The name/contact details of our Data Protection Officer are [unnamed], Sensorex, 11751 Markon Drive, Garden Grove, CA 92841

Number of ways we process your data: 42

Number of data categories this process engages: 96

**Data Categories Engaged by Processes**

address; name; telephone; employment; audio; automated decision making; start date; gender; creditcarddetails; dateofexpiry; dateofissue; dob; emailaddress; frequentlyerno; issueby; passportnumber; marital status; nationality; signature; criminalrecords; employerdetails; expirydate; familymembers; homeaddress; idnumber; issuedate; maritalstatus; medicalconditions; placeofbirth; placeofissue; company; issue place; role; salarydetails; passportcopy; amount; pension; bankdetails; department; salary; adjustments; basicpay; bonus; carallowance; childcarevouchers; grosspay; maternitypay; netpay; NI; paternitypay; privatemedical; psp; shareoptions; sip; studentloans; taxablepay; taxamount; totaldeductions; nameoffoffender; nameofreporter; reportedincident; nextofkin; companyname; accidenthistory; endorsements; childsname; dependantname; ip address; mac address; wifi; allegations; beliefs; children; convictions; finance; fingerprint; location; medical; photograph; politics; preferences; race; reliability; religion; rfid; sexual orientation; social media; substance abuse; tax residence; trades union; credithistory; shareholding; country of origin; dates of travel; overseas address; and startdate.

**The ways we process your data**

Dataset	Process	Legal Process	Purposes	Categories	Consents	Transfer Contents
VisitorDS	Visitors Onsite	Consent	Keep a log of visitors that attend Sensorex, this can also help in the event of a fire evacuation	name, company, vehiclereg		
AccidentDS	Accident Book	Legal obligation	Comply with health and safety regulations and maintain an accident record book	address, name		
HotelDS	Hotel Bookings	Consent	Book hotel rooms for Sensorex employees	name, telephone		
CVDS	Email	Consent	To review and interview potential candidates for employment	address, name, telephone, emailaddress, work history		
NewEmployee	New Employee	Legitimate interest	Capture and enter new employee details on Ultipro	address, name, bankdetails, dob		
HRDS	Payroll Processing	Legal obligation	Total amount of money that a company pays to its employees	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Minimum Wage	Legal obligation	To retain National minimum wage records	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	AEO/DEO	Legal obligation	Court order to deduct an outstanding debt from an employee directly from their wages.	address, name, salary, telephone, bonus, nextofkin, NI		

HRDS	Sick Pay	Legal obligation	Keep records of paid time off while absent from work due to illness	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Short term disability	Legal obligation	Keep records of Short-term disability period	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Family Paid Leave	Legal obligation	Keep records of Family Paid Leave	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Working time regulations	Legal obligation	Keep records of working hours	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS, TaxDataDS	Income Tax and Tax returns	Legal obligation	Tax Records	address, name, salary, telephone, bonus, country of origin, dates of travel, overseas address,		
EmployeePersonalDS, HRDS	Human Resources	Contract	Keep accurate records for Sensorex employees	address, name, salary, telephone, bonus, address, ip address, mac address, wifi, emailaddress, employerdetails		
HRDS	Imigration Status	Legal obligation	Employment Authorization Document	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Change Details	Contract	Record of employee detail change	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Employee photographs	Contract	Record of Employee photographs	address, name, salary, telephone, bonus, nextofkin, NI		
BonusDS, EmployeePersonalDS	Bonus Letter	Contract	Record of Bonus Letter	name, company, role, salarydetails, start address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails date,		
EmployeePersonalDS, SalaryDS	Salary Letters	Contract	Record of Bonus Letter	name, pension, salary, adjustments, basicpay, bonus, carallowance, childcarevouchers, grosspay, maternitypay, netpay, NI, paternitypay, privatemedical, psp, shareoptions, sip, start date, studentloans, taxablepay, taxamount, totaldeductions, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeePersonalDS, SalaryDS	Offer Letter	Contract	Record Offer Employee Letters	name, pension, salary, adjustments,		

				basicpay, bonus, carallowance, childcarevouchers, grosspay, maternitypay, netpay, NI, paternitypay, privatemedical, psp, shareoptions, sip, start date, studentloans, taxablepay, taxamount, totaldeductions, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
HRDS	Terms	Contract	Record Terms and conditions/contracts	address, name, salary, telephone, bonus, nextofkin, NI		
HRDS	Handbook	Contract	Inform legal obligations re terms and conditions	address, name, salary, telephone, bonus, nextofkin, NI		
ComplianceDS	Compliance Training	Legitimate interest	Ensure employee awareness for compliance	name, companyname, emailaddress		
PensionDS	401K	Legitimate interest	Provide employees company retirement plans	address, name, dob, salarydetails		
LifeAssuranceDS	Life Insurance	Legitimate interest	Provide life insurance coverage for Sensorex employees	address, name, salary, dob, NI		
PrivateMedicalDS	Private Medical	Legitimate interest	Provide medical cover for Sensorex employees	address, name, childsname, dependantname, dob		
PrivateMedicalDS	Dental Plan	Legitimate interest	Provide dental cover for Sensorex employees	address, name, childsname, dependantname, dob		
PrivateMedicalDS	Vision Plan	Legitimate interest	Provide Vision cover for Sensorex employees	address, name, childsname, dependantname, dob		
EmployeePersonalDS, EmployeeSensitiveDS	Employee background	Legitimate interest	Check employee background	allegations, beliefs, children, convictions, finance, fingerprint, location, medical, photograph, politics, preferences, race, reliability, religion, rfid, salary, sexual orientation, social media, substance abuse, tax residence, trades union, credithistory, salarydetails, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeePersonalDS	USRMGT	Contract	In order to manage users access to internal and	address, ip address, mac address, name,		

			external resources	telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS	AUTHN	Legitimate interest	Confirm identity of the person	audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS, EmployeeSensitiveDS	Email	Legitimate interest	Collaborate with internal and external parties, information sharing	audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails, allegations, beliefs, children, convictions, finance, fingerprint, location, medical, photograph, politics, preferences, race, reliability, religion, rfid, salary, sexual orientation, social media, substance abuse, tax residence, trades union, credithistory, salarydetails		
CustomerDS, VendorDS	SQL Reporting	Legitimate interest	Server-based report generating software system	account number, address, banking, email address, email content, last name, location, name, amount, bankdetails,		
CustomerDS, EmployeeBaseDS, EmployeePersonalDS, EmployeeSensitiveDS, TaxDataDS, VendorDS	Data backup Int	Legitimate interest	Data backup of internal servers	account number, address, banking, email address, email content, last name, location, name, amount, bankdetails, audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails, allegations, beliefs, children, convictions, finance, fingerprint, location, medical, photograph, politics, preferences, race, reliability, religion, rfid, salary, sexual orientation, social media, substance abuse, tax residence, trades		

				union, credithistory, salarydetails		
CustomerDS, EmployeeBaseDS, EmployeePersonalDS, EmployeeSensitiveDS, TaxDataDS, VendorDS	Data backup Ext	Legitimate interest	Data backup of laptops	account number, address, banking, email address, email content, last name, location, name, amount, bankdetails, audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails, allegations, beliefs, children, convictions, finance, fingerprint, location, medical, photograph, politics, preferences, race, reliability, religion, rfid, salary, sexual orientation, social media, substance abuse, tax residence, trades union, credithistory, salarydetails		
EmployeeBaseDS, EmployeePersonalDS	FW	Legitimate interest	Inbound and outbound control of network traffic to the internet	audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS	REM	Legitimate interest	Authorisation and logical connection to internal group resources	address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS, EmployeeSensitiveDS	EMLFLT	Legitimate interest	Secure inbound and outbound traffic against malware and phishing threats	audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS	PCPROTECT	Legitimate interest	Protection against viruses for desktops and servers	audio, automated decision making, start date, address, ip address, mac address, name, telephone, wifi, emailaddress, employerdetails		
EmployeeBaseDS, EmployeePersonalDS	LIC	Legitimate interest	Manage licenses	audio, automated decision making, start date		
EmployeeBaseDS, EmployeePersonalDS	COLL	Legitimate interest	Sharing ideas and news within the Halma Group	audio, automated decision making, start date, address, ip		

				address, mac address, name, telephone, wifi, emailaddress, employerdetails		
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**Consents**

If present, entries in the Consent, Transfer Consents, and/or Safeguards columns above may be marked "consent". If you are viewing this electronically on the web or as a PDF, please click on the link if you wish to give your consent or to withdraw your consent to processing. Otherwise if there is no link, or the entry is an asterisk ("\*") or if you are viewing this as a printed document, please write the date and your initials if you wish to give consent.

**Consequences of Withdrawing Consent**

If you do not give consent, any consequences are explained within each relevant process. Consent may be withdrawn at any time, without affecting pre-withdrawal processing.

**Storage**

We store your data in United States of America (US).

**Data Retention Criteria**

We retain your data for periods determined by the criteria set out within the individual process.

**Legal Bases for Processing**

Our processing legal bases are: [consent](#), [legitimate interest](#), [legal obligation](#), [contract](#)

**Sources from which we receive your data**

Our data sources are: yourself [not particularised]; Either the vendor or reseller [publicly accessible] [not particularised]; Supplying education and resources for training [publicly accessible] [not particularised]; Supplying advisory services [publicly accessible] [not particularised]; Visitors to Sensorex [publicly accessible] [not particularised]; Online company which provides travel services [publicly accessible] [not particularised]; External company providing visa processing [publicly accessible] [not particularised]; Sensorex owned Subsidiary company [publicly accessible] [not particularised]; Sensorex employee [publicly accessible] [not particularised]; Sensorex employee [publicly accessible] [not particularised]; Employee we are looking to hire [publicly accessible] [not particularised]; and adp[UNCODED] [not particularised].

**Categories of Recipients of your data**

- yourself
- supplier
- trainer
- consultant
- law enforcement
- local or national government
- research
- HMRC
- RSM
- Ultipro
- Subsidiary
- Auditor
- Hotels
- Investec Bank Plc
- HireRight
- ExpoLink
- Howells Associates
- Vinciworks
- Fifth Third Bank
- Principal
- Anthem
- Delta
- EyeMed
- HubSpot
- WooCommerce
- BrainTree
- Paypal
- Bank of America

Trello  
Autodesk  
Carbonite

You have qualified rights to [access](#), [rectify](#), and [erase](#) your personal data; and to [restrict](#) or [object](#) to processing; and to make your data [portable](#).

**Supervisory Authority**

You have the right to [complain](#) to a [Supervisory Authority](#)

Automated Decision-Making

This process performs automated decisionmaking (including profiling) on you, but our documentation is under review.