

Privacy Notice: All Pinnacle Construction Materials Workers: Covid-19

This privacy notice is designed to advise you about how we may seek to collect and hold additional information about you in relation to the unprecedented challenges we are all facing during the Coronavirus pandemic (Covid-19).

We may collect and process your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be collected from you, to ensure the safety and well-being of all our employees.

This notice should be read in conjunction with the GDPR Privacy Notice: All Pinnacle Construction Materials Workers found at <https://www.pinnaclematerials.co.uk/responsibility/d-ata-protection/>.

What personal data is being collected?

The following types of personal data may be collected:

- information to determine whether individuals have experienced or are experiencing Covid-19 symptoms or are in any of the high-risk categories which are most vulnerable to become infected and seriously ill (**Health Information**); and
- alternative contact details from you which may include personal mobile or home telephone numbers or personal email address (**Personal Contact Details**).

Such information will be limited to what is proportionate and necessary, taking into account of the latest guidance issued by the Government in order to manage and contain the virus.

What is our lawful basis for processing your personal data?

The General Data Protection Regulation requires specific conditions to be met to ensure that the processing of personal data is lawful. These relevant conditions are below:

- Health Information: is necessary in order to protect the vital interest of the data subject or another natural person.

- Personal Contact Details: this allows us to keep in contact with you whilst you are on furlough and it is therefore in our legitimate business interests to collect and process personal Contact Details.

Am I obliged to provide this personal data?

Whilst the provision of Personal Contact Details cannot be mandated, we would strongly advise you to provide this information to us so we are able to take relevant steps to keep you and others informed whilst on furlough, of the Covid-19 landscape and Pinnacle's response to it.

You are obliged to provide us with Health Information in order that we can keep you and others safe. Health Information will be managed in a confidential manner.

All Health Information will be held securely and processed on a "need to know" basis by only a limited number of people. If there is a need to disclose outside of this, the minimal amount of personal data will be used.

Where Covid-19 related information is to be used for general reporting statistics, steps will be taken to anonymise the data and general numbers used, wherever possible.

How long will my personal data be retained?

We will only keep your information for as long as it is necessary, taking into account of Government advice and the on-going risk presented by Coronavirus.

Health Information provided by you in relation to this outbreak of Coronavirus will not be used for any other purpose. When the information is no longer needed for this purpose, it will be securely deleted, unless we have another lawful basis to retain it.

Your rights

If you would like to know more about your information rights or how to exercise them, view the [\[full privacy policy\]](#).

If you require further information about how we process your personal data, you can email us at Graeme.makepeace@pinnaclematerials.co.uk.