

Stafford Showground Limited

Employee Privacy Notice

Introduction

Stafford Showground Limited is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers, contractors and job applicants. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time and will provide you with an updated version as soon as reasonably practicable where required.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under data protection legislation.

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The Kind of Information We Hold About You

Personal data, or personal information, means any information about an individual from which that person can be identified.

We may collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses
- Date of birth and gender
- Employment records (including job titles, work history, working hours, training records and performance information)
- Salary, annual leave, pension and benefits information
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of our IT, communications and other systems
- Disciplinary and grievance information

4. Special Category Data

We may also collect, store and use the following more sensitive types of personal information:

- Information about your health, including any medical condition, health and sickness records

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership

We will only use this information where the law allows us to do so.

5. How We Use Your Personal Data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest

6. Data Sharing

We may have to share your data with third parties, including third-party service providers and other entities.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal information.

7. Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting or reporting requirements. Details of retention periods are available in our Data Retention Policy.

8. Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information
- Request correction of your personal information
- Request erasure of your personal information
- Object to processing of your personal information
- Request restriction of processing
- Request transfer of your personal information

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

9. How to Make a Request

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Company.

Requests can be made in writing, including by email. We may need to request specific information from you to help us confirm your identity.

10. Fees

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly

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