

PLYMOUTH ARENA

EMPLOYEE PRIVACY NOTICE

VERSION: 2.0

DATE: 06/11/2025

REFERENCE NUMBER: GDPR/PA/IND01/2025/EPN

RESPONSIBLE PERSON: DATA PROTECTION GROUP (DPG)

DATE FOR REVIEW: JULY 2026

**ICONIC.
INDEPENDENT.
YOURS.**

LEGAL GROUNDS FOR PROCESSING

By executing the Employment Contract, Plymouth Arena (hereinafter referred to as “the Company”) shall have the right to process personal data provided by the Employee. This may include information received via a reference from a previous employer or recruitment agency, in order to enable the Company to fulfil its legal and contractual obligations as an employer, or to take steps at the request of the data subject prior to entering into the employment contract.

Personal data may also be used based on the legitimate interests pursued by the Company or by a third party (such as Company affiliates), except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data.

PURPOSE

Purposes of processing personal data include:

Human Resources and Personnel Management

This includes human resource management activities carried out during recruitment and throughout the employment lifecycle, such as onboarding, termination of employment, scheduling and recording time, performance management, compensation, benefits, and training.

Compliance with local and UK Law

This refers to processing personal data as necessary to fulfil a legal obligation to which the Company is subject. This includes compliance with laws relating to the prevention of crime and the disclosure of personal data to government institutions and supervisory authorities, including tax, work, and pensions authorities.

Business process execution and internal management

This encompasses activities such as travel and expense management, asset management, IT services, information security, internal audits and investigations, legal or business consulting, and preparation for or involvement in dispute resolution.

TRANSFER TO THIRD PARTIES

While processing employee personal data for the purposes listed above, the Company may use third-party service providers including but not limited to: BrightPay, Nest Pensions, HMRC, SwiftDBS (Disclosure and Barring Service), IPAF training providers, and local recruitment agencies. Thus, the third parties may receive or have access to employee personal data.

These third parties may receive or have access to employee personal data. The Company ensures that any third party used provides appropriate technical and organisational measures to protect the data, in accordance with applicable law.

CROSS-BOARDER DATA TRANSFERS

The Company does not transfer personal data outside the UK unless specifically requested by the data subject or employer.

RETENTION

Employee personal data will be retained no longer than necessary for the purposes of the processing. Data will not be stored for more than six years following the termination of the contract.

EMPLOYEES RIGHTS

Employees have the right to receive information from the Company regarding how their personal data is processed. Employees also have the right to:

- Request rectification or erasure of personal data
- Restrict or object to processing
- Exercise the right to data portability

To exercise these rights, employees may contact the Data Protection Group (DPG).

Employees also have the right to lodge a complaint with the Supervisory Authority: <https://ico.org.uk>

For further enquiries, please contact the DPG via: **dataprotection@plymoutharena.com**

PLEASE SIGN AND DATE

Employee Name

Employee Signature

Date