

Scattergoods Agency Ltd

Privacy notice for Employment Agency Workers

1. INTRODUCTION

Scattergoods Agency Ltd is committed to protecting the privacy and security of your personal information. We only collect and use personal data in line with the General Data Protection Regulation, the Data Protection Act and any other applicable laws and regulations.

This Privacy Notice informs you (the 'data subject') about our processing activities: the data we hold, why we use it, how long we will retain it for, and other relevant information.

Any questions and requests regarding personal data may be sent to our Responsible Persons by sending an email to: karen@scattergoods.co.uk or darren@scattergoods.co.uk or by phone: 01483 461 963 or 01483 461 950, or by post: Thursley House, 53 Station Road, Shalford, GU4 8HA .

2. APPLICABILITY

This notice is issued by Scattergoods Agency Ltd (the 'data controller'); it applies only to Employment Agency Workers. This notice does not form part of any contract between you and Scattergoods Agency Ltd.

3. DATA PROTECTION PRINCIPLES

We ensure any personal data we hold about you is:

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

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

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

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

- Appearance and size
- Attendance and leave records
- Commencement / termination dates
- Contractual requirements
- Correspondence including statements of opinion or intent
- Criminal record checks / details
- Date of Birth
- Details of payments or deductions
- Employer's names
- Employment benefits (e.g. pension, etc)
- Employment History
- Expressions of opinions regarding data subject
- Financial information
- Gender

Scattergoods Agency Ltd

- Health or Medical Data (S)
- ID documents (e.g. passport, driving licence)
- Marital status
- Names
- Nationality, race or ethnicity
- Notes biographical in nature
- Payroll, tax and NICs information
- Personal contact details
- Photographs
- Pregnancy / maternity records
- Recruitment records
- References
- Right to work information
- Sickness absence records (S)
- Signature
- Social media ID and related info
- Trade union membership (S)
- Unique identifier number or code
- Usernames and passwords
- Work contact details
- Working hours

5. WHAT LEGAL BASES DO WE RELY ON?

We use the types of personal data above on the following legal bases:

- When we need the information to perform a contract with you.
- When we need to comply with our legal obligations.
- 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 only collect, store and use sensitive personal information (marked (S) in the list above) when: where processing is necessary in the field of employment, or where you have made the data public, or where necessary in relation to a legal claim, or where necessary to assess working capacity.

6. WHY DO WE PROCESS THIS INFORMATION?

The situations in which we will process your personal information are listed below:

CARE – To comply with our duty of care and consider adjustments

CONTRACT - To generate appropriate contractual documentation

ELIGIBILITY - To ensure staff are entitled to work in the UK

MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

OBLIGATION - To comply with a strict legal obligation to retain records

PAYMENTS - For the purposes of payments or refunds

PAYROLL - To administer pay, tax, NI and other deductions and allowances

PENSIONS – To administer pension enrolment and payments

QUALIFICATION – To ensure staff are suitably skilled and trained

RECRUITMENT - For the purposes of recruitment

SAFEGUARDING - To ensure we comply with our duties to protect children and vulnerable adults

SERVICE DELIVERY - To provide our services to clients

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

Scattergoods Agency Ltd

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

7. WHERE DID WE COLLECT THIS DATA FROM?

We collect personal data from you directly, from your referees, from other workers who may have recommended you to us and where it is necessary to undertake criminal record checks, from the Disclosure and Barring Service (DBS).

We will also collect some of the information in the categories above during your period of working for us.

8. ARE YOU UNDER ANY OBLIGATION TO PROVIDE THE PERSONAL DATA?

Where we process Personal Data to comply with our legal obligations you must provide this information.

If you fail to provide certain information when requested we may be prevented from: performing the contract we have entered into with you, complying with our legal obligations, or achieving our legitimate interests which may mean we cannot provide you with work.

9. WHO DO WE SHARE THIS INFORMATION WITH?

We use some third-party service providers (the 'processors') who process data for us under strict instructions and under a binding contract with us. Our processors provide the following services:

- Pension administration
- IT services
- Data Protection Consultancy
- Legal advisors
- Accountancy services

Processors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

10. TRANSFERS TO OTHER COUNTRIES OR TO INTERNATIONAL ORGANISATIONS

We do not transfer your personal information outside the UK. If this changes we will ensure that any recipient countries provide a similar degree of protection to those under UK law.

11. WILL THE INFORMATION BE USED FOR AUTOMATED DECISION MAKING OR PROFILING?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Scattergoods Agency Ltd

12. HOW LONG DO WE KEEP THIS INFORMATION?

We retain personal data in these categories for these periods:

Records required by the Conduct of Employment Agencies & Businesses Regs 2003	6 years from the Termination of relationship or last engagement (whichever is last)
Bank details	6 months from the Termination of relationship or last engagement (whichever is last)
Legal claims	Duration of any litigation (actual or intimated)
Payroll information	6 years from the end of the relevant tax year
Pension information	6 years from the end of the relevant financial year
Right to work documents	6 years from the Termination of employment
SSP records and GP Fit Notes retained for SSP purposes	6 years from the end of the relevant tax year
Timesheets	1 year from date created
Working time opt-out records	Duration of contract and at least 6 years from creation date

13. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please let us know if your personal information changes.

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

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to

Scattergoods Agency Ltd

process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

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 us in writing.

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 for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. COMPLAINTS

If you have any concerns or complaints about data protection you should first raise this with us either by email to: karen@scattergoods.co.uk or darren@scattergoods.co.uk or by phone: 01483 461 963 or 01483 461 950, or by post: Thursley House, 53 Station Road, Shalford, GU4 8HA .

If you have a complaint or concern that has not been remedied internally, you may choose to raise this with the Information Commissioner's Officer (ICO). Visit www.ico.org for more information.