



Company Name:	The Works Staffing Solutions Limited ('the Company') The Works Staffing Solutions (Bournemouth) Limited ('the Company')
Company Contact details:	Sean McMullen Tel: 02380 335222 Email: sean@theworks-staff.co.uk
Document Name	Privacy Notice
Topic:	Data protection
Date:	May 2018
Version:	V1

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- In providing work seeking services

c. Categories of data

Where we have collected data via job boards or social media platforms and not directly from you, the Company has collected the following personal data on you:

Personal data:

- Name/contact details
- Employment details including employment history

d. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Hiring companies

e. Statutory/contractual requirement

Your personal data is required to satisfy a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- We will be unable to provide work seeking service to you.

2. Data retention

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal/ sensitive personal data/specify which personal data], we will do so in line with our retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your [personal data/[and] sensitive personal] data].

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;

- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data/sensitive personal data you have the right to withdraw that consent at any time by contacting Sean McMullen, Managing Director.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Sean McMullen, Managing Director on 02380 335222.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.



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Document DP7	Withdrawal of Consent Form
Topic:	Data protection
Date:	May 2018

Your Details:

Please complete your details fully as inaccurate or incomplete information will result in your request to withdraw consent not being processed.

Name:	
Date form sent:	
Branch where data is held:	Bournemouth / Southampton – please delete as required

I hereby withdraw my consent for the Company to process the following information (if held):

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications
- CV
- National insurance number

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction

I withdraw my consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process/transfer my personal data with their client/s in order to provide me with work-finding services.
- For the Company to process my data on a computerised database in order to provide me with work-finding services.

However, I understand that the company may continue to process my personal data where it has a legal obligation to continue to do so.

Signed by candidate / temporary worker:

Date:

To action your request, email your completed form to anna@theworks-staff.co.uk. Only emailed forms will be processed.