



<b>Company Name:</b>	Allstaff (Bedford) Ltd ('the Company')
<b>Company Contact details:</b>	The Data Controller, Diana Vickers or Tracey Finch, Director on <a href="mailto:jobs@allstaffrecruitment.co.uk">jobs@allstaffrecruitment.co.uk</a> . Alternatively you can apply in writing to Allstaff (Bedford) Ltd, Wolseley Road, Woburn Road industrial Estate, Kempston, Bedford, MK42 7LF. Telephone 01234 273232.
<b>Data Protection:</b>	Privacy Notice (including for use on the company website)
<b>Date:</b>	May 2018
<b>Version:</b>	1

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

You may give your personal details to Allstaff (Bedford) Ltd 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. Allstaff (Bedford) Ltd 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 this privacy statement. At all times we will comply with current data protection laws.

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## **1. Collection and use of personal data**

### **a. Purpose of processing and legal basis**

Allstaff (Bedford) Ltd 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

If you have opted-in we may also send you marketing information and news via email/ text. You can opt-out from receiving these at any time by clicking “unsubscribe” when you receive these communications from us.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

### **b. Legitimate interest**

This is where Allstaff (Bedford) Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Allstaff (Bedford) Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping work-seeker records up to date;
- Contacting you by email, telephone and messaging to discuss potential suitable opportunities with or seek your consent where we need it or to inform you of necessary points or changes in our services;
- Providing work-finding services to you, including sending your information to our clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to us passing on your cv;
- Processing payment for your work as a PAYE employee including the deduction of tax and NI;
- Processing payment for your work should you be working under a contract for services with Company as a temporary worker;
- To comply with legal and statutory obligations pertaining to pension law, HMRC and associated national minimum wage, social and tax legislation;
- Contacting the you with information about similar products or services that you have used from us recently; and
- Passing work-seeker’s information to debt collection agencies.

### **c. Statutory/contractual requirement**

Allstaff (Bedford) Ltd has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

### **d. Recipients of data**

Allstaff (Bedford) Ltd will process your personal data and/or sensitive personal data with the following recipients:

- Clients that we introduce or supply candidates to;
  - Candidates' former or prospective new employers that we obtain or provide references to;
  - The Recruitment and Employment Confederation
  - Any other third parties who carry out audits to ensure that we run our business correctly;
  - Should you work in an assignment for us, our pension providers, HMRC, payroll software providers or any umbrella companies that we pass your candidate data to;
  - Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
  - Our insurers and legal advisers;
  - Social networks;
  - Our IT and CRM providers;
  - Any public information sources and third party organisations that we may use to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS);
  - Government, law enforcement agencies and other regulators e.g the Police, Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI), Local Authority Designated Officers (LADOs),
  - Any of our group of companies; and
  - Any other organisations you as an individual asks us to share your data with.
- Please note that this is not an exhaustive list.

## **2. Information to be provided when data collected not from the data subject**

**Categories of data:** Allstaff (Bedford) Ltd has collected the following personal data on you:

#### *Personal data:*

- Name, contact details including address, mobile no., email etc.
- National insurance no.
- Nationality (through right to work check)
- Date of Birth
- CV, experience, training and qualifications

#### *Sensitive personal data:*

- Disability/Health information relevant to the role
- Criminal conviction

**Source of the personal data:** Allstaff (Bedford) Ltd sourced your personal data/sensitive personal data:

- From Reed.co.uk, Totaljobs, Jobsite, CV Library, NI Jobs or LinkedIn
- A former employer
- A referee whose details you previously provided to us
- Software provider who we use to support our services including Tracker RMS
- Cookies listed in section 7
- Our website, [www.allstaffrecruitment.co.uk](http://www.allstaffrecruitment.co.uk)

This information came from a publicly accessible source.

### 3. Data retention

Allstaff (Bedford) Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time. For example, 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. This is currently 3 to 6 years.

Where the Company has obtained your consent to process your personal/sensitive personal data, we will do so in line with our retention policy below. Upon expiry of that period the Allstaff (Bedford) Ltd will seek further consent from you. Where consent is not granted the Company will cease to process your personal data/sensitive personal data.

#### Record Retention Policy:

As an Employment Agency - Work Seeker records (including application form/CV, ID checks, interview notes, etc.) will be kept for 2 years from the last date of supply or introduction to our clients.

As an Employment Business - Work Seeker records (including application form/CV, ID checks, interview notes, terms of engagement, details of assignments, references, payroll records, holiday pay, sick pay, pension auto-enrolment records etc.) will be kept for 6 years from the end of your last assignment. This will also include records required by HMRC and associated national minimum wage, social and tax legislation.

### 4. Your rights

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

- The right to be informed about the personal data the Allstaff (Bedford) Ltd 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:

The Data Controller, Diana Vickers or Tracey Finch, Director on [jobs@allstaffrecruitment.co.uk](mailto:jobs@allstaffrecruitment.co.uk). Alternatively you can apply in writing to Allstaff (Bedford) Ltd, Wolseley Road, Woburn Road industrial Estate, Kempston, Bedford, MK42 7LF, Telephone 01234 273232.

Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

## 5. Cookies

We do not have any cookies linked to our website and so do not use your personal data from this source.

## 6. Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## 7. Links to external websites

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

## 8. Sale of business

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## 9. Data Security

Allstaff (Bedford) Ltd takes every precaution to protect our users' information. Personal data is held on a password protected CRM called Tracker RMS which is web based. Passwords are changed on a monthly basis. We use cloud based Office 365 for Outlook and other Microsoft packages and Sophos as a firewall to protect data. All paperwork is stored and destroyed as confidential waste by Shred It. PC's are logged off every evening and the office is locked. The building is alarmed and linked under the Red Care security system to the local Police Station.

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others we recommend that you do not select the "remember my details" function when that option is offered.

**If you have any questions about the security at our website, you can email Diana Vickers at [jobs@allstaffrecruitment.co.uk](mailto:jobs@allstaffrecruitment.co.uk)**

## 10.Changes to this privacy statement

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

## 11.Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

The Data Controller, Diana Vickers or Tracey Finch, Director on [jobs@allstaffrecruitment.co.uk](mailto:jobs@allstaffrecruitment.co.uk). Alternatively you can apply in writing to Allstaff (Bedford) Ltd, Wolseley Road, Woburn Road industrial Estate, Kempston, Bedford, MK42 7LF, Telephone 01234 273232.

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.