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| Company Name: | SHARES Lancashire (Trading as SHARES Recruitment) ('the Company') |
| Company Contact details: | Data coordinator – Kim Freeman, SHARES Lancashire, C/O Hillside Community Primary School, Edgerton, Tanhouse, Skelmersdale, Lancashire. WN8 6DE. Tel: 01695 729897 |
| Document: | Privacy Notice (when personal data is obtained from the data subject) |
| Topic: | Data protection |
| Date: | 19.05.2018 |
| Version: | 1 |

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
- Public Task

b. Legitimate interest

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

- To satisfy clients of your qualifications, right to work and suitability to work within their setting.

c. Recipient/s of data

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

- Douglas Grange – Payroll provider
- Eclipse - Recruitment software system.

d. Statutory/contractual requirement

Your personal data is required by law and/or 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 process your application and offer you work.

2. Overseas Transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. 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 are legally obliged to hold your Terms of Engagement for 6 years and your right to work in the UK details for 2 years

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. We comply with all legislation and appropriate guidance on how long to retain your records for.

Where the Company has obtained your consent to process your personal/sensitive 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/sensitive personal data.

4. 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 the SHARES Recruitment manager on 01695 572982 or the data coordinator on 01695 729897.

5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: SHARES Recruitment manager on 01695 572982 or the data coordinator on 01695 729897.

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.