

<b>Company Name:</b>	Wolviston Group Limited ("the Company")  Wolviston Group Limited comprises of; Wolviston Management Services Ltd., Manning Limited and T J Hazell (Engineering Consultants) Ltd.
<b>Company Contact details:</b>	Vicky O'Toole <a href="mailto:gdpr@wolviston.com">gdpr@wolviston.com</a> 01642 607375
<b>Document DP5A</b>	Privacy Notice (when personal data is obtained from the data subject)
<b>Topic:</b>	Data protection
<b>Date:</b>	29 <sup>th</sup> March 2018
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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:

- 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:

- The purpose of providing you with work finding services
- The purpose of providing you with information of roles that are relevant to you

**c. Recipient/s of data**

The Company will not process your data with any third party.

**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 provide you work finding services
- We will be unable to offer you a work assignment
- We will be unable to enter into a contract for services with 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 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 sensitive data.

**RECORD KEEPING TABLE**

<b>DOCUMENT TYPE</b>	<b>RETENTION PERIOD (Legal obligation)</b>
Work-seeker records including application form/CV, ID checks, terms of engagement, details of assignments, opt-out notices and interview notes for unsuccessful candidates	1 year from the last date of supply or introduction to a client (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Terms of engagement with temporary worker and terms of business with clients	6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980) (5 years in Scotland).
Working time records: <ul style="list-style-type: none"> <li>• 48 hour opt out notice</li> <li>• Annual leave records</li> </ul>	2 years from the date they were created
References	1 year from the last date of introduction to the companies client (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Records held relating to right to work in the UK	2 years after employment or engagement has ended.
Criminal records checks / Disclosure Barring check.	In line with DBS advice.
National Minimum Wage documentation: <ul style="list-style-type: none"> <li>• Total pay to the worker and the hours worked by the worker</li> <li>• Overtime/shift premia;</li> <li>• Any deduction or payment of accommodation;</li> <li>• Any absences eg rest breaks, sick leave, holiday;</li> <li>• Any travel or training during working hours and its length;</li> <li>• Total number of hours in a pay reference period</li> </ul>	For HMRC purposes: 3 years after the end of the pay reference period following the one that the records cover (National Minimum Wage Act 1998).  6 years (5 in Scotland) to prove that the company has paid at least national minimum wage rates if a breach of contract claim is brought against the company.
Statutory sickness, maternity, paternity, adoption pay.	3 years from the end of the tax year to which it relates.
Pensions auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid).	Opt out notices will be kept for 4 years. All other information will be kept for 6 years
Gender pay gap reporting	1 year (but the statement will be retained on the Government website and the companies website for 3 years).
ITEPA (the intermediaries legislation) record	3 years after the end of the tax year to which they relate.

### 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 and sensitive personal data you have the right to withdraw that consent at any time by contacting Vicky O'toole at [gdpr@wolviston.com](mailto:gdpr@wolviston.com).

### 4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Vicky O'toole at [gdpr@wolviston.com](mailto:gdpr@wolviston.com).

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.