



GDPR PRIVACY NOTICE

The Company: **The On-Site Group** (and subsidiaries of the Company, On-Site Recruitment Solutions Ltd, On-Site London Ltd and On-Site Technical Ltd)

Company Contact: Kerry Belcher, On-Site Connect Ltd
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Introduction

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

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. You may give your personal details to the Company directly, such as on an application or registration form, corresponding with us via email, social media, ie, Twitter, Facebook, telephone or via our website, or we may collect them from another source such as a jobs board. The purpose of this privacy notice is to make you aware of how we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

The Company has appointed a Data Compliance Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact Kerry Belcher.

Collection and Use of Personal Data

- 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. This includes, for example, contacting you about job opportunities, assessing your suitability for these opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you, keeping you informed of company services, news and insight related to the industry where you have granted us permission to do so and to improve our customer service to make our relationship more valuable to you and our clients.
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 will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following legal bases to offer our work-finding services to you:

- your consent
- where we need to do so to take steps at your request prior to entering into a contract with you, or to fulfil a contractual obligation that we have with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests

Statutory/contractual requirement

The Company has certain legal and contractual requirements to collect personal data (eg, to comply with the Conduct of Employment Agencies and Employment Regulations 2003, immigration and tax legislation and in some circumstances safeguarding or security 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.

Legitimate Interest

This is where the Company has relied on a legitimate interest to process your personal data such as managing our database and keeping work-seeker records up to date; providing work-finding services to you and our clients; contacting you to seek your consent where we need it; giving you information about similar services that you have used from us recently. Thereby, we are pursuing our business in order to offer work-finding opportunities for employees, workers and contractors by managing the recruitment process and conducting due diligence on prospective candidates and performing effective internal administration.

To help us to establish, exercise or defend legal claims

In more unusual circumstances, we may use your personal data to help us to establish, exercise or defend legal claims.

Recipient/s of Data

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

- Clients (whom we may introduce or supply you to)
- Former employers/agencies whom we may seek references from
- Payment Intermediaries whom we may introduce you to
- Other recruitment agencies in the supply chain (eg, managed service providers)
- external organisations for the purposes of conducting pre-employment reference and employment screening background checks (Airport ID Centres for security passes), the DBS, to obtain a criminal record check (if required) and if applicable for any trade association benefits, the JIB, BESA for example.

What Types of Personal Information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data, i.e. where all identifying particulars have been removed. There are also "special categories" of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

We need all the types of personal information listed below primarily to enable us to take steps at your request to enter into a contract with you, or to enter into a contract with you, and to enable us to comply with our legal obligations.

- your contact details, including your name, address, telephone number and personal e-mail address, date of birth and gender
- personal information included in a CV, any application form, cover letter or interview notes
- references
- information about your right to work in the UK and copies of proof of right to work documentation
- copies of qualification certificates
- copy of driving licence
- other background check documentation if required for Airport security screening
- details of your skills, qualifications, experience and work history with previous employers and with the Company, including start and end dates,
- Details about your bank account and National Insurance Number
- Information about your next of kin and emergency contacts
- your professional memberships

The Company may also collect, use and process the following special categories of your personal information during the recruitment process:

- whether or not you have a disability to comply with the duty to make reasonable adjustments for disabled work-seekers and with other disability discrimination obligations
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation for equal opportunities monitoring. Personal information that the Company uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.
- information about criminal convictions and offences

Source of the Personal Data

The Company collects personal information about you during the recruitment process either directly from you, from job boards, CV Library, Broadbean, LinkedIn, or sometimes from a third party such as an employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, a referee whose details you have previously supplied to us, information from background check providers and criminal record checks from the Disclosure and Barring Service (DBS).

You are under no statutory or contractual obligation to provide personal information to the Company during the recruitment process. However, if you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Data Retention

The Company 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 Business 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 payroll records, holiday pay, sick pay and pension 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 to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to the Company keeping your personal information on our Candidate Recruitment Management database for the purpose of finding work-seeking opportunities with us, the Company will hold your personal information for up to 5 years or until you withdraw your consent if earlier.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

Your Rights

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected

- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our data compliance manager. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our data compliance manager. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

Transferring personal information outside the European Economic Area

The Company will not transfer your personal information to countries outside the European Economic Area.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention. At present all our recruitment activities involve human-decision making during the process.

Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content. Most web browsers allow some control of most cookies through the browser settings.

Log Files

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

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.

Sale of Business

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

Data Security

The Company takes every precaution to protect our users' information (firewalls, browser certification technology, limited access, use of passwords). Only those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities (eg, recruitment consultants, accounts personnel, resourcers) 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 personnel 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 contact the Data Compliance Manager.

In addition, the Company has put in place measures to protect the security of your personal information by having in place internal policies, procedures and controls to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

Your personal information may be stored in different places, in both electronic and paper format, including on your application record on the Company's RMS (Recruitment Management System) database and in other IT applications, such as accounting/financial as well as the e-mail systems.

The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

Changes to this Privacy Statement

The Company reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways. We will post any changes on the statement with revision dates.

Complaints of Queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact Kerry Belcher, Data Compliance Manager who handles data protection issues. You also have the right to raise concerns with the Information Commissioner's Office (ICO) on 0303 123 1113 or at <https://ico.org.uk/concerns/>.