



Platinum Partners Search Ltd PRIVACY NOTICE

Platinum Partners Search Ltd is a data controller for the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). We are responsible for ensuring that any processing of your personal information by us is done fairly and lawfully. Processing your personal data includes holding, obtaining, recording, using or sharing it. We take your privacy very seriously and will only process your personal data for the purposes set out in this notice.

The person responsible for data protection enquiries is Gabrielle Henry who can be contacted at Gabrielle@platinum-partners.co.uk

The purposes for which your personal data will be processed

We will need to process your personal data for the purposes of providing recruitment and related services to our clients, and work-finding and related services to candidates.

The basis for processing your personal data

The legal basis upon which we may rely to process your personal data are:

- Contractual obligation
- Legal obligation
- Legitimate interest
- Consent

We need to process certain categories of your personal data in order to enter into an agreement with you and to comply with our obligations under that agreement.

We are also required to process certain categories of personal data in order to comply with our legal obligations under the Conduct of Employment Agencies and Employment Business Regulations 2003 (the Conduct Regulations 2003), the Working Time Regulations 1998, the Agency Worker Regulations 2010, National Minimum Wage Act 1998 and tax, social security and other relevant legislation. You are not under any obligation to provide us with your personal data, but if you do not we will be unable to meet our legal obligations and so will not be able to provide you with work-finding services.

Our business involves providing work-finding and related services to work-seekers and recruitment and related services to our clients and so we may need to process your personal data in order to pursue our legitimate interests in achieving this. We may also need to retain personal data in case we need to establish or defend a legal claim.

We rely on your consent in certain circumstances, for example to process your data for the purposes of sending you direct marketing by email or SMS (text message), to use cookies when you visit our website, or to process sensitive personal data.

Direct Marketing

We would like to use your contact details to contact you about job opportunities, news and information which we think may be of interest to you. However we will not contact you with marketing material unless you expressly and actively consent to our doing so, and you have the right to unsubscribe at any time.

Sensitive personal data

Sensitive personal data includes information about your health, criminal convictions and allegations, sex life and orientation, racial origin, ethnic origin, religious views, political opinions and /or any trade

union membership. We may need to process certain categories of sensitive personal data about you for the following purposes:

- a) information about a temporary candidate's health in order to provide them with a safe place of work;
- b) health data and/or a candidate's criminal record in order to comply with legal and/or industry-specific requirements.

We acknowledge the sensitivity of this type of data and will normally only ever process it with your express consent, unless the processing of your sensitive personal data is necessary for other reasons permitted by law. Please do not disclose any sensitive personal data about yourself to us unless we request it or it is essential to do so. Unsolicited personal data will be deleted.

Sharing your personal data

Your personal information will be processed by our staff and our subcontractors (including IT providers) and will be provided to appropriate potential hirers and third parties such as intermediaries, in order to provide you with work-finding services. Please let us know if you do not want your personal information to be disclosed to a particular hirer or third party.

We may be required by law to share certain categories of your personal data with HM Revenue & Customs (HMRC), the Employment Agency Standards Inspectorate (EAS) or other government agencies.

We may use a third party organisation to operate our payroll, check your references, employment history and qualifications [undertake criminal record checks. We will need to provide them with certain categories of your personal data and they will be under an obligation to process it as instructed by us and in accordance with relevant data protection legislation. We may also need to provide certain categories of personal data to your pension provider, if appropriate.

We will not share your personal data with any other organisation unless it is in connection with providing our work-finding and related services.

Overseas transfers

Data will be stored within the EEA on either local or cloud-based servers and will be subject to technical and organisation safeguarding protection measures. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

Some categories of data may be transferred outside the EEA. If it is necessary to transfer your data to a country outside the EEA to assist us in providing you with work-finding and related services, we will take all reasonable steps to ensure that your data is subject to the same protection as that provided by the EU and that it is subject to technical and organisation safeguarding protection measures.

Accuracy of your data

We will endeavour to keep your personal data accurate and up to date and will only process it for the specific purposes notified above. Data that is inaccurate or out of date will be deleted. Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.

Retaining your data

Different laws require us to keep different data for different periods of time. The Conduct of Employment Agencies and Employment Business Regulations 2003 require us to keep work-seeker records for at least one year from the date of their creation or the date upon which we last provide you with work-find services.

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

We may also retain it in order to pursue our legitimate business interests. We will not store your data for any longer than is necessary to comply with our legal obligations or to pursue our legitimate business interests. We will delete your data at your request.

Your rights

Whilst we are processing your data, you have the right to:

1. request access personal data we hold about you;
2. object to the processing of your personal data;
3. ask to have inaccurate data held about you removed;
4. ask to have inaccurate data held about you or corrected;
5. if processing of your personal data is based only on consent, to withdraw that consent;
6. request that your personal data is shared with a third party.

If for any reason you are dissatisfied with the way in which your personal data has been processed, you can complain to the Information Commissioner's Office (ICO), the supervisory authority in the UK for data protection on 0303 123 1113 or at <https://ico.org.uk/concerns/>.

Data security

We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

We will only transfer personal data to a third party if they agree to comply with those procedures and policies, or put in place adequate measures prior to receiving it. Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

Further information and breach reporting

If you require any information about the way in which we process your data or if you wish to report a complaint or a data breach, please contact Gabrielle Henry at gabrielle@platinum-partners.co.uk as soon as possible. All enquiries will be responded to as quickly as possible and all data breaches will be taken very seriously.