

# Privacy Notice

This Privacy Notice tells you what you need to know in relation to personal information about you which we process in the normal course of our business. In terms of the General Data Protection Regulations (“GDPR”), we generally process your data on the basis of our legitimate interests.

Scott-Grant Limited of Manchester One, 53 Portland Street, Manchester, M1 3LD is the Data Controller.

We acknowledge and agree that any personal data of yours that we have will be processed in accordance with all applicable data protection laws in force from time to time.

## The information we may collect

(A) Information collected and processed for finding a suitable assignment for you:

- Your name
- Previous and current addresses
- Your email address
- Your phone numbers
- CV and work history
- Work preferences including roles, geographical areas and rates
- Any other work related information you provide, for example, education or training certificates

(B) Information in respect to individuals that have worked with us previously or may work with us is as follows:

- Passport details
- In some cases, permits and visas
- Date of birth
- National insurance number
- UTR
- Full details of assignments offered and completed
- Outcome of criminal record checks and security clearance for certain roles
- In certain cases, medical information
- References
- Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- A log of our communications with you by email, letter and telephone

## How we use the information

This information will have been provided, or will be provided, by you or occasionally by a third party, such as a Job Board Company. References will be from your previous employer. Medical information may be supplied by a third party such as your GP, Consultant or Occupational Health. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by an external company applicable to the assignment.

The above information is used to provide our services to you in our capacity as a business to find you suitable assignments based on your requirements.

The information under A above may be used as follows:

- To match your skills and experience to suitable assignments with our clients
- To put forward your details to our clients for you to be considered for assignments
- To contract with you to work on specific assignments at our clients or at Scott-Grant
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us

The information under B above may be used as follows:

- To establish that you have the right to work
- To undertake security and criminal record checks if required by our clients
- To deal with any medical and health and safety issues relating to certain activities
- To put in place contractual arrangements and documentation for any mutually agreed assignments
- To make payments to you in respect of any completed work on an assignment

## How we hold the information

All the personal data we have is stored on our database in the UK. This database is secured with the latest Microsoft technology and protected and secured through a trusted third party IT solutions provider. The data is only accessible by Scott-Grant employees and the trusted IT solutions provider (for technical maintenance only). We also store limited information in hard copy form at our Manchester head office.

## Disclosure of your information

Elements of your personal data may be sent to prospective clients' contacts. Once we have agreed with you a suitable assignment additional information may be provided to them to enable the work to proceed. Such clients will usually be located inside the European Economic Area (EEA) but may also be outside of it. Personal data will not be transferred to a country or territory outside the EEA unless the appropriate safeguards are in place for your rights and freedoms, without your specific consent.

Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre assignment checks, or for paying you.

We will not otherwise share your information with third parties.

## The legal basis for processing the information

We will rely on our legitimate business interests to process the information.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information; the basis for us processing this will be to protect health and safety or where consent has been obtained, if required.

Information in relation to criminal record checks, which are relevant for some assignments, is processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.

After contracting to an assignment for us, we will process your personal data, including financial information, for the purpose of you entering into a contract and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

## Your rights

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email [productivity@scott-grant.co.uk](mailto:productivity@scott-grant.co.uk).

In addition to this right of access, you also have the following rights: erasure, restriction of processing, objection and data portability.

## Retention of your data

Your data will be retained for no longer than is necessary and in accordance with Statutory requirements where applicable.

## Contact from Scott-Grant

If you no longer wish to be contacted by us in relation to any potential assignments please let us know by simply emailing [productivity@scott-grant.co.uk](mailto:productivity@scott-grant.co.uk).

## Concerns

If you have a concern about the way we are processing your personal data, you should raise your concern with us in the first instance, and if you are not satisfied directly to Information Commissioners Office at <https://ico.org.uk/concerns>.

## Contact

Please address any questions, comments and requests regarding our data processing to our Data Protection Officer - Jonathan Hare, FD – [productivity@scott-grant.co.uk](mailto:productivity@scott-grant.co.uk).