



Privacy Notice

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

b. Legitimate interest

- Ensure we are being fair and lawful
- For statistic

c. Recipient/s of data

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

- Enterprise our in house CRM
- HMRC
- DWP

d. Contractual requirement

Your personal data is required by law and for contractual requirement and is 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 offer you work

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 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 pension's 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 personal data, we will do so in line with our retention policy (a copy of which is attached).

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 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 you have the right to withdraw that consent at any time by contacting Julia Rolfe, Unique employment Services 5 Castle Street Luton LU1 3 AA Julia@unique-employment.co.uk

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Julia Rolfe, Unique employment Services 5 castle Street Luton LU1 3 AA HR@unique-employment.co.uk

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.

5. Cookies

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit any website, which enables the website to tailor its offering to your preferences when you visit it.

Document type	How long to keep for
Cv, pre regs	1 year
Emails	1 year
Work-seekers records including application form/cv, ID check, details of assignments, opt out notices and interview notes	2 year from the last date of supply
Terms of engagements with temporary worker and terms of business with client	2 years after last date of supply
Working time records: 48hours opt out notice / annual leave records	2 years after last date of supply
Reference	2 years from the last date of supply
Records held relating to right to work in the UK	2 years from the last date of supply
Criminal record checks/DBS	No copy, only information stored
National Minimum wage documentation	For HMRC purposes 3 years after the end of the pay reference period following the one that the records cover
Total pay by the worker and the hour worked. Overtime/shift premium, any deductions or payments of accommodation, any absences, any travel or training during working hours, total number of hours in a pay reference period	or 6 years in order to show that have paid at least national minimum wage rates if a breach of contract claim is brought against UES

