
PRIVACY NOTICE

BACKGROUND:

Active Staff Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our Clients and Candidates and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Active Staff Limited

Active Staff Limited is an employment agency, registered in England under company number 4035544.

Our main trading address is 25a High Street, Andover, Hampshire SP10 1LJ, VAT number: 737-298-788

Data Protection Officer and Company Director Lisa Armstrong

Telephone number: 01264 363714

Postal Address: As above

Active Staff Limited are members of the REC (Recruitment & Employment Confederation) and as such ensure that all workers are compliant to worker regulations. We are members of the Gangmaster's and Labour Abuse regulating the supply of workers to the agricultural, horticultural and shellfish industries.

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.

- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way about how we use your personal data, including the recruitment process.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. **What Personal Data Do We Collect?**

We will collect personal data from you for recruitment purposes. This will include all data requested within our registration forms

6. **How Do You Use My Personal Data?**

Under the GDPR, we] must always have a lawful basis for using personal data. This will be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for the following purpose only:

- Recruitment purposes

We use the following automated systems for carrying out certain kinds of profiling. If at any point you wish to query any action that we take on the basis of this or wish to request 'human intervention' (i.e. have someone review the action themselves, rather than relying only on the automated method), the GDPR gives you the right to do so. Please contact us to find out more using the details in Part 11.

- **The** following automated profiling and processing may take place:
 - Data entry held within a central database of candidate and client detail, contact information held on mobile phones and email for the purpose of recruitment only.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

We will retain all of your registration information and other personal information for one year. Following this period your information will be confidentially archived and destroyed.

However, if you are still working for Active Staff after one year we will hold your details on file for as long as we are working together.

If you have been registered with Active Staff and wish for all personal information to be erased, we will ensure that this request is processed within 30 days.

8. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

9. Do You Share My Personal Data?

We may share your personal data with other companies for Recruitment Purposes only and that information would be shared with our Clients only.

10. How Can I Access My Personal Data?

If you would like to know what personal data we have about you, you can ask us for details of that personal data and for we will supply a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use, a copy is held within our reception area. You do not have to use this form, but it is the easiest way to tell us so that we may respond as quickly as possible.

There is not any charge for a subject access request.

We will respond to your subject access request within 1 working month, in any case, one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date that we receive your request. You will be kept fully informed of our progress.

11. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Lisa Armstrong:

Email address: info@active-staff.co.uk

Telephone number: 01264 363714

Postal Address: 25a High Street, Andover, Hampshire SP10 1LJ.

12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.