

G D P R Information

We take your privacy and the right for your privacy seriously. As such we have taken steps to inform you of certain things that will help us find you work and why we need to collect, keep, and use certain personal information we have on you to assist us when finding work.

What is GDPR:

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU.

What forms we need to hold and why?

- 1) **Your application form** – we need this as it contains certain information we need to register you as a candidate, place you on our payroll, and pay you correctly.
- 2) **Proof of your right to work in the UK** – We must be able to prove you are eligible to work in the UK, if we cannot prove this then we cannot find you work.
- 3) **Your national insurance number** – We need this to process your national insurance deductions correctly whilst running payroll.
- 4) **Your health information** – As a responsible employment business we need to know of any medical conditions that could affect your ability to work on any given assignment. Your health and safety and that of the people you work with is of paramount importance. We need to ensure you can conduct any required duties safely without placing yourself and others at risk.
- 5) **Your bank details** – We are unable to pay you without your bank details.
- 6) **Your contact details** – We would normally contact you via telephone or email; without this information we would not be able to find you work.

Your personal data is held on securely encrypted software and in locked work stations. We will never use your data for any other purposes other than to find you suitable work, and we will never sell or divulge any personal details we hold on you to third parties without your written consent. You have the right to have your personal details that we hold destroyed at anytime providing that permission is given to us in writing prior to the destruction of your data. You need to be aware that without your personal details we may not be able to provide you with paid work. We hold your personal details for 7 years from the last date you worked for us. At any time, you may see the data we hold on file for you providing that you give us notice in writing and provide documentation of your identity (either a valid passport or identity card with a current photograph on it)

I understand that the personal data held on file by Solutions Recruitment Limited is to assist in finding me work and I understand why the data will be held on file.

Name.....

Signed.....

Date.....