

Hortus Pink (sub-contractors) General Data Protection Regulation (GDPR) Policy & Privacy Notice

Last updated: February 2024

Next update: February 2025

How your information will be used

1. As your contractor, Hurts Pink (The Company) needs to keep and process information about you for normal sub-contractor purposes. The information we hold, and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage your relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your sub-contract ends and after you have completed a project. This includes using information to enable us to comply with the sub-contractor contract, to comply with any legal requirements, pursue the legitimate interests of the Company and to protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a company pursuing Garden design/ landscaping and associated activities, we may sometimes need to process your data to pursue our legitimate business activities, for example to prevent fraud, administrative purposes or reporting potential crimes. The nature of our legitimate interest are to ensure that the Company meets its legal and operational requirements in order to continue trading in a efficient and responsible manner. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you, but some may come from internal sources, such as your contractor (Zoe Pink), or in some cases external sources, such as referees.
4. The sort of information we hold includes your sub-contractor contract, medical information and references, your contract of sub-contraction and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request; information needed for paying invoices and expenses purposes; contact and emergency contact details; information need for equal opportunities monitoring policy; and records relating to your career history, such as training records and other performance measures. This list is not exhaustive and as there may be other categories that we may need to hold your information for due to change in company requirements and/or statutory requirements.
5. Where necessary, we may keep information relating to your health. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your contract and whether any adjustments to your contract might be appropriate.
6. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by the law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
7. In addition, we keep records of your hours of work by way of our current systems, details of which are available from Zoe Pink.
8. Other than mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.
9. Your personal data will be stored for a period of 2 years after contract termination unless the Company is legally obliged to keep it for longer and will be stored both electronically and paper-based filing system. The computers are password protected and the filing system is securely locked.
10. If in the future, we intend to process your personal data for a purpose other than that which it was collected we will provide you information on that purpose and any other relevant information

Your rights

11. Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
12. If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the process before your consent was withdrawn.

13. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirement of the GDPR or DPA 2018, with regard to your personal data.

Identity and contact details of controller and data protection officer

Zoe Pink - If you have any concerns as to how your data is processed, you can contact: Zoe on zoe@hortuspink.co.uk or 07860283761. Or you can write to this individual using the address of: Zoe Pink, Hortus Pink, 1 Viking Way, Clacton on sea, Essex, CO155TL

Signed: 

Name: Zoe Pink

