

PRIVACY NOTICE

Introduction

GS3 Recruitment Limited respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

GS3 Recruitment Limited operate as a recruitment business operating under the Employment Agencies and Employment business regulations 2003. Our services require the collection of personal data to operate with due diligence. This may include but not be limited to the following.

- To place job seekers into potential roles with our clients on a temporary basis or permanent role.
- To enroll new permanent employees within the business.

GS3 Recruitment Limited may use personal information provided by you either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for a contract we have with you.
2. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
3. **Vital interests:** the processing is necessary to protect someone's life.
4. **Public task:** the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
5. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
6. **Other sources:** by gathering data from sources available this allows the recruitment business to operate and enhance our work seeking services for our candidates and clients. We will notify all individuals whose data we collect via our privacy policy which will be issued within 30 days of this data being collected. Some of the ways we gather your data are as follows:
 - CV Submissions
 - Online career pages
 - Through a referral

Except as provided under these terms, the company will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

In accordance with the company's data protection policy, you are entitled to request a copy of the information which the company holds about you. If you become aware that the personal information the company holds about you is inaccurate, you may request that it is amended. Any requests in this respect or any other correspondence relating to this notice should be done in accordance with the company's data protection policy.

Where processing is based upon consent including through other sources, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

To remove your consent please email enquiries@GS3recruitment.com FAO Isobel Wallington.

PRIVACY NOTICE

GS3 Recruitment Limited's data protection officer is Isobel Wallington. Registered with the ICO under certificate number ZB312978

How information about you will be used

The company collects information about you. This is to:

1. Ensure that we can verify your identity
2. Ensure that we provide all contractual requirements to you, including your weekly payments.

Sharing information

The below table provides information as to what information we hold on you and who we may share it with:

Type of information	Who it is shared with	Reason for sharing this information	Retention period for keeping this information
Personal details (name and address, email address, phone number, date of birth, qualifications, thumb print, Payment Records)	Directors or Recruitment staff associated with GS3 – via database GS3 Recruitment HR Dept	Contractual Requirement: Required to validate identity for services provided and payment purposes including entering into a contract Employers Business for Employer to Client	6 Years after services cease
Next of kin details (name, address, phone number, relationship to you)	Administrator Directors – via database HR Department	Legitimate Interest: to ensure that the correct people within the business can contact your next of kin in the case of an emergency	3 years after services cease
Copies of Passport/Driving Licence /birth certificate and eligibility to work documentation	Administrator Directors – via database HR Department	Legal Obligation: to ensure we meet our legal obligations	3 years after services cease
Payment records Including: Verification records		Legal obligation: Paid.	6 years after the end of the tax year or pay reference period they relate to, whichever is the later
Health & Safety Records (including accident & incident reports which includes personal contact information, near misses, Health questionnaires)	Directors	Legal Obligation: to ensure that we meet our obligations regarding health and safety	See Appendix 1

PRIVACY NOTICE

Sensitive Data –

It is our policy that you do not provide us with any sensitive personal data unless specifically requested.

Disclosure of your information –

We will share your personal information with a selection of people in order to maintain the running of our recruitment business.

There are circumstances when we may need to disclose personal information to a selected third party. This could be (but is not limited to) the following reasons:

- In the event that the business sells any assets which may involve disclosing this information as part of the sale.
- In the event that the business buys any assets which may involve disclosing this information as part of the purchase.
- Any legal obligations that GS3 Recruitment may have to comply with including HMRC and other relevant organisations.
- To provide potential payment companies with details to fulfill their obligations to GS3 Recruitment.

All information that you provide to GS3 Recruitment Limited is stored within ISO 27001 accredited environments within the EU. All data that we process is encrypted in transit using TLS encryption and encrypted at rest using two components: BitLocker disk-level encryption and per-file encryption of customer content.

GS3 Recruitment Limited take all reasonable steps necessary to ensure that your data is secure, treated in accordance with relevant GDPR, statutory and legal requirements and in accordance with this Privacy Policy.

Information which is transmitted or received via e-mail may not be completely secure as the data must traverse external networks outside the control of GS3 Recruitment Limited. We therefore cannot guarantee the security and privacy of data being transmitted to our business via email and any transmission is at your own risk. Once data has been received, it will be processed in accordance with this Privacy Policy.

GS3 Recruitment Limited may employ professional services from external companies and individuals to help us operate our business. All professional service providers are required to take appropriate security measures to protect your data in line with this Privacy Policy. GS3 Recruitment Limited does not permit third parties to use your data for their own purposes and we only allow them to process your data for specified and defined purposes in accordance with our Privacy Policy.

Any data which is shared with third party's platform and software providers is done by sharing the minimum amount of data necessary.

Other parties which we may share your data amongst include but not limited to the following:

- analytics providers
- social media sites, including those associated with fundraising activities
- social event organisers, venues, and websites
- providers of technical, payment and delivery services
- HM Revenue & Customs, other Government agencies and departments
- law enforcement agencies and courts
- solicitors, accountants, auditors, and other professional advisers
- banks and other financial institutions

PRIVACY NOTICE

- credit reference and fraud prevention agencies
- providers of credit reference or fraud prevention services
- quality assurance assessors and other business consultants
- our insurers
- business gift and hospitality providers
- data processors

The Supervisory authority in the UK & NI is the ICO. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.

Further information regarding data retention periods and your rights to request your data can be found in the Data Protection Policy which is available from your manager.

Appendix1

Control of Major Accident Hazards Regulations – 20 Years (all assessments, evaluation reports, practice drills etc.).

Fire Safety Regulations – 5 Years (all risk assessments, maintenance records, training etc.).

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- 3 Years for normal physical accidents
- 40 years for any health-related illnesses

Control of Substances Hazardous to Health Regulations (COSHH)

- 40 Years for anything pertaining to Health Surveillance of Employees (including COSHH Assessments, Local Exhaust Ventilation Thorough Examinations & Occupational Health reports)
- 40 years (Records documenting cytotoxic substances and agents, as defined in the Control of Substances Hazardous to Health Regulations (COSHH), present / in use.)

Personal Protective Equipment Regulations – 40 years (Records documenting the conduct and results of face fit testing of RPE).

Control of Asbestos Regulations – 40 Years for anything pertaining to Health Surveillance of Employees (including asbestos surveys, air monitoring and Occupational Health Reports).

Control of Lead Regulations – 40 Years for anything pertaining to Health Surveillance of Employees (Occupational Health Reports), 5 years for Air Monitoring.

Control of Noise at Work – 40 Years for anything pertaining to Health Surveillance of Employees (Occupational Health Reports, risk assessments).

Control of Vibration at Work – 40 Years for anything pertaining to Health Surveillance of Employees (Occupational Health Reports, risk Assessments).

Scaffold inspections, Temporary works inspections, Excavation work inspections- should be kept on site for the length of the project and for three months after the project is completed.

Provision & Use of Work Equipment Regulations – 3 years for reports & documented inspections on power presses.

Until the Lifting equipment ceases to be used (EC declaration of conformity)- 5 years (Thorough Examination Report on Lifting Equipment & Lifting Accessories).