

Employment Privacy Notice

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1. Introduction

This Privacy Notice provides you with clear information as to how we process your personal data. We want to ensure that you understand our processing of your personal data and that it is processed in line with all applicable laws. We do so in a manner that is fair by using your information in a way that you would reasonably expect as an employee of the Company.

This Privacy Notice sets out the types of personal data that we collect about you, how and why we use it, how long we will keep it for, when why and who we will share it with, the legal basis for us using your personal data and your rights in relation to us storing and processing your personal data.

2. Who we are

Huntress Search Limited (registration number 4041477) is an employment business and agency that also includes specialist brands. We provide both temporary and permanent recruitment services to clients looking to recruit personnel for their business and provide work-finding services to candidates looking for job opportunities.

We are registered as a data controller with the ICO in the United Kingdom for the purposes of the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR). Our registered office address is Aldwych House, 71-91 Aldwych,

London, WC2B 4HN and you can contact us at dataprotection@huntress.co.uk if you have any queries relating to data protection.

3. Legal basis for processing your data

We are legally required only to process your personal data for certain permitted purposes, and can confirm that we only carry out processing either:

- in line with the Company's legitimate business interests (by which we mean being able to maintain a well-managed and orderly workforce and business, and to protect our business interests),
- for occupational health purposes, and/or
- so that we can exercise our rights and obligations, both at law and in relation to your employment contract.

If there are any circumstances where we feel we need to process data and it is not in line with these reasons, we will provide you with updated notification (or seek your express consent if that is necessary).

4. What information will we process about you?

During your employment it is routine for us to collect, process and store personal information about you. Although not an exhaustive list, this will include the following:

- name
- date of birth
- address
- qualifications and training records
- bank account and National Insurance details
- performance, absence, health and other management records
- next of kin details.

5. How will we use the information collected about you?

The information will be used so that managers, the finance team and human resources team can perform their everyday functions and administer your employment. This can include:

- administering pay and benefits and making adjustments to these,
- managing holiday, sick leave and any other absences (be that family leave, sabbatical or otherwise),
- health and safety regulations, or security measures e.g. understanding who is at work at any given time,
- performance management and appraisal, including development via training,
- dealing with disciplinary matters and any grievance raised by or involving you,
- ensuring compliance with our rules and processes e.g. through checking CCTV records, monitoring IT access and security logs,
- monitoring emails.

6. Who will we share your information with?

We will need to share this personal data with others from time to time, including regulatory authorities, our group companies and our group's service providers (such as our advisers, benefits providers and payroll administrators, as well as those who provide and support our management and data storage systems). Where we use third parties to process your information on our behalf it will be under strict instructions and they will not be permitted to use your information for their own business purposes.

During the course of our relationship, personal data may be obtained from you or from a third party source. Examples of this would be where we are provided with employment references, or receive an occupational health report about you. In other cases not currently anticipated, we will notify you of where the data came from unless you are already aware of this information.

7. Will we transfer your data outside the EEA?

We are based in the UK and our back-up systems are stored in the EEA. In the event that we need to transfer your personal data outside of Europe, we will ensure that the appropriate safeguards have been put in place, for example by using standard data protection agreements which have been approved by the European Commission.

8. How long will we keep your personal information?

Your personal data will only be retained as long as is reasonably necessary and practical. This is usually for 6 years following the end of your employment.

Factors that are taken into account when considering the need to process the data include our legal obligations relating to tax, health and safety, employment and potential or actual disputes or investigations relating to those matters.

Further details are set out in our Records Management Policy.

9. Will we process special categories of personal data and criminal convictions?

We do monitor equality and diversity (which includes special categories of data such as race, ethnicity, religion, sexual orientation or health data). It is optional for you to provide this information.

In addition, by taking copies of passports or ID it may be that racial or ethnic origin can be revealed. Processing this data is necessary for us to comply with employment law obligations and the data is only used for this specific purpose.

10. What are your rights in relation to your personal data?

You have certain rights in relation to the personal data which we process about you:

Huntress

- You can request to access your personal data.
- Subject to certain limitations (normally where there is a continuing need for us to process the data), you can object to the processing of your personal data, or you can request that it be erased.
- Where we hold data that is inaccurate, you can ask us to complete or rectify this.

11. Complaints

If you have any issues or concerns then we ask that in the first instance you set this out in writing and send this to the HR Manager to be dealt with internally.

If we are unable to satisfactorily deal with your complaint, you can complain to the ICO which is the UK supervisory authority. You have the right to claim compensation for damages caused by a breach of data protection legislation.

12. Changes to this Privacy Notice

We reserve the right to change our Employment Privacy Notice at any time. Changes to our Employment Privacy Notice will be displayed on our intranet.

If you have any questions or concerns about any information in this Employment Privacy Notice, you should contact our HR Manager at CorpHR@huntress.co.uk or DPO at dataprotection@huntress.co.uk.