

Introduction

At Minstrell Recruitment Ltd, we value our temps and their personal data. Temps' data is treated slightly differently from our own Employees, which is why we have created you a separate FPN (Fair Processing Notice). We need to collect and process your personal data in order to employ you as a temporary worker and fulfil our legal obligations as your employer.

This Fair Processing Notice (FPN) explains how we will use your personal data as one of our Temporary Employees (Temps), under the Data Protection Act 2018 (GDPR).

Our contact details

We have offices in Manchester, Liverpool, London, Brentwood and Weybridge. Our switchboard phone number is 03330 230056.

Manchester: Lowry Mill, Lees Street, Swinton, Manchester. M27 6DB

Liverpool: Unit 301 Tea Factory, St Peter's Square, Fleet Street, Liverpool. L1 4DQ

London: 40 Gracechurch Street, London. EC3V 0BT

Brentwood: Jubilee House, Warley, Brentwood. CM13 3FR

Weybridge: Nicholson House, 41 Thames Street, Weybridge. KT13 8JG

Our Data Protection Officer (DPO) is Chris Richardson and he can be contact at mydata@minstrellrecruitment.com.

What personal data do we collect about you? How will we use that personal data?

Over the course of your temporary employment with us, we collect data from you and your CV. This is normally your **name, email address, phone number, date of birth, employment history, education history, bank details, NI number, referees, emergency contact**.

Whether you send us this data by email, through a job site, through our own website or on an application form, we will use the data to assess your suitability for our clients and their vacancies. The data is stored both on our CRM system and our HR system. Our software suppliers and us are the only companies with access to this data.

We will also take a copy of your passport and/or birth certificate to prove your right to work in the UK. This means we get information on your **gender, nationality, place of birth, photo**. We hold this data as a scanned copy of your document and will share it with Government agencies (including HMRC) as appropriate and if requested.

You are asked to declare any **unspent criminal convictions** when you apply for a role through Minstrell Recruitment Ltd. We need this data to assess your suitability for our clients and their vacancies. This data is held securely by our HR team in our HR system and in our CRM system where only Minstrell Recruitment Ltd have access to it.

You may provide us with some **medical data** if you need us to make special arrangements for an interview or your employment. This data is held securely by our HR team in our HR system and also in our CRM system where only Minstrell Recruitment Ltd have access to it.

What is our legal basis for processing your personal data?

Under the Data Protection Act 2018 (GDPR). we need a legal basis in order to process your personal data.

We will process the following personal data to fulfil a contract (your contract of employment):

- name, email address, phone number, date of birth, employment history, education history, bank details, referees, emergency contact,

- medical data to enable us to make special arrangements for your employment

- unspent criminal convictions

We will process the following personal data as we have a Legal Obligation to do so:

- all data on your right-to-work document

- PAYE data, NI number

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your data with:

- Our software providers, (eg our HR Software provider, email provider or external assessment software)
- Our clients (but only after speaking to you about a specific role)

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU/EEA as a general rule. If we discuss a role with you which requires us to send your data outside the EU/EEA then we will speak to you in advance.

How long do we keep your personal data for?

We will keep your data for the length of your employment with Minstrell Recruitment Ltd plus seven years. We have a legal obligation to keep your data for this period for HMRC (who state 6 years plus 1). This normally means seven years from the date of your last assignment.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
4. the right to request from us restriction of processing your personal data;
6. the right of data portability
7. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.