



| | |
|---------------------------------|--|
| Company Name: | Permanent Futures Ltd ('Futures') |
| Company Contact details: | The Company's Data Protection Contact is: David House Finance Director 0113 2050120 |
| Document DP5A | Privacy Notice (when personal data is obtained from the data subject) |
| Topic: | Data protection |
| Date: | 19 th March 2018 |
| Version: | 1.1 |

Futures is a recruitment business which provides work-finding services to its clients and work-seekers. Futures must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the we act as a data controller.

You may give your personal details to us directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Futures must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Futures will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Where we have a legitimate interest in obtaining and processing your data,
- Your consent,
- To comply with a legal obligation,
- To fulfil a contractual obligation that we have with you.

b. Legitimate interest

Where Futures has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Keeping our records of work-seekers up to date,
- Managing our database of these records,
- Allowing Futures to contact work-seekers to seek consent when this may become necessary,
- Providing work-finding services to individuals which will include sending individual's information to clients where the individual has indicated an interest in the kind of work on offer at that particular client,
- Keeping all work-seekers informed of the types of roles we are recruiting for which match your criteria.

c. Recipient/s of data

Futures will not process your data with any third party (to your umbrellas company provider etc.) unless direct permission has been obtained from you prior to any data being released, where for example, you have informed us of the use of an umbrella company or other such business.

d. Statutory/contractual requirement

Your personal data is not required as part of a statutory and/or contractual requirement, and/or a requirement necessary to enter into a contract. However it may become part of a statutory or contractual requirement at a later date if for example we undertake payrolling services for you as a temporary or interim contractor.

2. Overseas Transfers

Futures does not transfer any personal data to recipients outside of the European Economic Area ('EEA'). The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. Data retention

Futures will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Futures has obtained your consent to process your personal data, we will do so in line with our retention policy. Upon expiry of that period we will seek further consent from you. Where consent is not granted Futures will cease to process your personal data.

4. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Futures processes on you;
- The right of access to the personal data Futures processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Futures processing your personal data you have the right to withdraw that consent at any time by contacting:

David House
The Data Controller
Permanent Futures Ltd
19 New Street
Horsforth
Leeds
LS18 4BH
0113 2050120

5. Automated decision-making

Futures does not undertake any form of automated decision-making.

6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

David House
The Data Controller
Permanent Futures Ltd
19 New Street
Horsforth
Leeds
LS18 4BH
0113 2050120

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal

data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.