

DATA PRIVACY POLICY



1. About this Policy

1.1 This policy explains when and why we collect personal information about our clients and temporary workers, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.prodrive-personnel.co.uk or our notice board regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are Prodrive Personnel Limited. We can be contacted at 13 Feltham Road Ashford Middlesex TW15 1DQ. 01784 240006

3. What information we collect and why.

- Type of information Purposes Legal basis of processing
- Applicants name, address, telephone numbers, e-mail address(es), National Insurance Number
- Medical History, doctors name and address and medication
- Copies of licences, relevant to role ,Membership to other associations
- Signatures and photographs for ID badges
- Criminal Record , passport, utility bills,
- Contacting next of kin in the event of emergency
- Date of birth / Nationality
- Previous work history for last 5 years

From our clients

- Company name, address
- Site locations
- Contact names, telephone numbers, email addresses
- Company Registration number
- Banking details
- Contacts

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes