

Privacy Notice

October 2020

Who We Are

Elevate Staffing Limited (*'Organisation' or 'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Elevate Staffing's registered office is 27 – 33 Bethnal Green Road, London, E1 6LA and we are a company registered in England and Wales under company number 05448806. We are registered on the Information Commissioner's Office Register (currently awaiting our registration number), and act as the data controller when processing your data. Our designated Data Protection Officer is George Harris, who can be contacted on the following email address: george@dataprivacyservices.co.uk

Information That We Collect

Elevate Staffing's processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we may collect from you is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number and copy of passport
- Driver's License Number
- Special Category Data (*i.e. Physical appearance, health/medical information, gender, marital status etc*)
- Student Loan details
- Bank Account details including sort code and account number (for payroll purposes)
- Next of kin (for emergency contact reasons)
- Details of training and qualifications
- Visa details (if applicable)
- Education information
- CV and links to online information such as showreels, LinkedIn etc. (if applicable)
- Details of assigned tasks, log of working hours and performance appraisals (for project management purposes)



- Environmental/building/team photos and filmed footage (for social media, online and/or promotional purposes)
- Photographs of individuals (portrait) (for publicity and promotional purposes)
- Bios (written and filmed) and career overviews (for promotional purposes)
- Tax Codes

We collect information in the below ways: -

- Face-to-face
- By email
- By post / written form
- By telephone
- By text message

How We Use Your Personal Data (Legal Basis for Processing)

Elevate Staffing takes your privacy very seriously and will never disclose, sell or share your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice, and you are free to withdraw this consent at any time. *The purposes and reasons for processing your personal data are detailed below: -*

- *We collect and store your personal data as part of our legal obligation for business accounting, payroll and tax purposes;*
- *We collect and store your personal data in order to facilitate the relationship between Organisation and you as an employee of Organisation. For example, Organisation may be required to write to you at your home address or contact you by email should Organisation wish to notify you regarding any changes to the terms and conditions of your employment with Organisation;*
- *For HR purposes including, but not limited to, the instigation of disciplinary procedures, grievance procedures and making changes to the terms and conditions of your employment.*
- *As indicated in your Employment Contract, Organisation may utilise a portrait photo, bio or career profile for business sales purposes and promotion.*

Your Rights

You have the right to access any personal information that Elevate Staffing processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for



- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Elevate Staffing Limited uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

List of third parties:

- Payescape (www.payescape.com) Payroll Provider
- People's Pension (www.thepeoplespension.co.uk) Pensions Management
- HSBC (www.hsbcnet.com) Banking

Website services and directories – such as Brightbox and Amazon

We use Brightbox and Amazon to host our website. A photograph of your image, work contact details and work experience may be displayed for promotional purposes.

For more information about Brightbox and Amazon please read their Privacy Policy at www.brightbox.com and <https://aws.amazon.com/>

Safeguarding Measures

Elevate Staffing Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: -

- Password protected documents
- Access restrictions both to digital and physical folders
- Processor contracts in place where applicable
- Regular security maintenance on all systems



Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data.

How Long We Keep Your Data

Elevate Staffing Limited only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, or recruitment purposes, we will keep such data until you notify us otherwise and/or withdraw your consent.

Lodging A Complaint

Elevate Staffing only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Head of HR and Operations by emailing hellouk@elevate-staffing.com and / or the supervisory authority:

- **Information Commissioners Office (ICO)**

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone: 0303 123 1113

Live Chat: <https://ico.org.uk/global/contact-us/live-chat>

Consent

Elevate Staffing take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. **You can opt out of this privacy policy at any time and request that your details are removed from the Elevate Staffing database by emailing helloUK@elevate-staffing.com**

By not requesting to opt out, you are giving your implied consent to this privacy policy. Subsequently, should you in the future decide to withdraw your consent, you can email helloUK@elevate-staffing.com to do so at any time.

