

Company Name:	EC Resourcing Ltd
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Document	Privacy Notice (when personal data is obtained from the data subject)
Topic:	Data protection
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EC Resourcing Ltd is a recruitment business which provides work-finding services to its clients and work-seekers. EC Resourcing Ltd must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the company acts as a data controller.

You may give your personal details to EC Resourcing Ltd 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. EC Resourcing Ltd 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.

Collection and use of personal data

EC Resourcing Ltd provides work-finding services to both candidates and clients and we process personal data in order to be able to provide these services; we need to check identity, right to work and qualifications, as well as process pay and manage entitlement to certain statutory rights.

Recipient/s of data

EC Resourcing Ltd will process your personal data only with the following recipients:

- Potential employers; EC Resourcing Ltd will ask for your permission for your details to be sent across for a specific role before sharing it with any clients/potential employers.

Statutory/contractual requirement

Your personal data is required by a contractual requirement (e.g. our client may require this personal data). You are obliged to provide the personal data and if you do not the consequences of failure to provide the data will be that you will not be able to be placed in temporary assignments through EC Resourcing Ltd.

Data retention

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

Your rights

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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 the Company processing your personal data you have the right to withdraw that consent at any time by contacting Amy Coltman, Office Manager: amy@ecresourcing.co.uk, telephone 01223 919660.

Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Amy Coltman, Office Manager: amy@ecresourcing.co.uk, telephone 01223 919660

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.

Retention Policy

EC Resourcing Ltd must keep personnel and financial records in order to run efficiently and to comply with statutory requirements. The type of record will determine the length of time the record must be kept for.

1. All records are kept in accordance with data protection laws.
2. As a business collecting personal data, EC Resourcing Ltd is registered with the Information Commissioner's Office.
3. We are not required to keep the original of all documents – copies can be stored but they must be stored in writing, including in electronic format.
4. When erasing or destroying records, the destruction will be done securely.

Document type	How long will this be kept for?
Personnel records	
<ul style="list-style-type: none"> • Work-seeker records including application form/CV, ID checks, terms of engagement, details of assignments, opt-out notices and interview notes • Hirer records including client details, terms of business, assignment/vacancy details. 	<p>1 year from the last date of providing work-finding services as an Employment Agency or Employment Business (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))</p> <p>Please note, there is no legal obligation to keep records where no action has been taken in relation to an application.</p>
Terms of engagement with temporary worker and terms of business with clients	6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980) (5 years in Scotland).
Working time records: <ul style="list-style-type: none"> • 48 hour opt out notice • Annual leave records 	2 years from the time they were created
References	The Conduct Regulations require references to be kept for 1 year following the introduction or supply of a workseeker to a client.
Records held relating to right to work in the UK	2 years after employment or engagement has ended.
Criminal records checks/ Disclosure Barring checks	DBS checks are only required for candidates temping at PPD. When it comes to handling and storing certificates the new DBS code requires registered

	bodies to 'handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998'. Whilst there is no longer a 6 month time limit on how long DBS certificates can be kept for, EC Resourcing Ltd will keep them for 6 months following a candidates' start date at PPD.
<p>National Minimum Wage documentation:</p> <ul style="list-style-type: none"> • Total pay by the worker and the hours worked by the worker • Any absences e.g. rest breaks, sick leave, holiday • Total number of hours in a pay reference period 	<p>For HMRC purposes: 3 years after the end of the pay reference period following the one that the records cover (National Minimum Wage Act 1998)</p> <p>Or 6 years (5 in Scotland) in order to show that you have paid at least national minimum wage rates if a breach of contract claim is brought against you.</p>
Sickness records – statutory sick pay	Records will be kept for payroll purposes; 3 years from the end of the tax year.
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates
Pensions auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid)	6 years except for opt out notices which will be kept for 4 years.

Company financial records	
VAT	6 years
Company accounts	6 years
<ul style="list-style-type: none"> • Payroll information • CIS records 	3 years from the end of the tax year