

## **PRIVACY NOTICE – CONTRACTORS AND CANDIDATES**

WA Consultants Limited, registered in England No. 2888082, is committed to preserving your privacy rights, whether you are a contractor currently providing your services through WA Consultants or a candidate for a potential role at one or more of our clients. Please read the following privacy notice to understand what we do, as a data controller, with your data; how we collect it, use and process it, and how we protect it.

### **Personal information that we collect from you**

Most of your information will have been provided by you.

We collect and use the following information from you as part of providing recruitment services to you:

- Name and contact details (e.g. email address, telephone number, postal address).
- CV (employment history, education details)
- Nationality and Immigration status

As a contractor or temporary agency worker under contract with us to provide services at a client, we may also collect:

- ID (e.g. copy of passport, driving licence, ID card, visa)
- NI number
- Bank Account details
- Referee details

You can choose whether or not to provide this information to us, but if you decide not to do so, it may affect whether we are able to provide our recruitment services to you.

We collect information when you give it to us, third parties (e.g. other people providing your name as a referral) or your public profile data on social platforms (e.g. online/offline media such as LinkedIn or job portals).

The data is intended to be used by WA Consultants for the following purposes:

- In general, to provide our services (e.g., to match your skillset with a job or work (contract) requirement, to discuss the details with you and to invite you to apply for it);
- To communicate with you about opportunities of work;
- To verify your right to work in the country where the work is located;
- Sending your information to clients in order to apply for jobs or introduce your services to perform a contract opportunity. You would provide your consent before we submit your details to a client.
- Performance of our obligations under a contract with you (e.g. processing payments to you);
- Performance of our obligations under a contract with the client;
- For the purposes of managing holiday entitlement, sickness and other absence for a PAYE agency worker.
- For the purpose of compliance with our legal obligations (e.g. under AWR, the intermediaries legislation, public sector or PAYE);
- Performing internal administrative functions and to inform decisions about our business operations and strategy for pursuit of our legitimate business interests (monitoring and improving our offerings and our client/candidate experience and administering our internal processes);

## **The legal basis under which we process your data**

Under Article 6(1)(f) of the GDPR, we can process your personal data where it is necessary for the purposes of the legitimate interests pursued by us, unless those interests are overridden by the interests or fundamental rights and freedoms of you.

We do not think it is unreasonable to expect that if you have posted your CV on a job board or professional networking site or registered your interest with us for contract or permanent opportunities, that you are happy for us to use your personal data in order to be able to assess your skills against work opportunities and job opportunities, and to offer or provide our recruitment services to you.

As a recruitment company, it is necessary for our business to find those with the skills and expertise suitable to meet the requirements of the role, and to then discuss those opportunities with them to determine their interest in the prospect. This is a fundamental part of our business and enables us to continue to be a viable enterprise and to be able provide the professional services to you and other candidates, and clients.

We also process your data in the performance of our obligations under a contract with you. Where you enter into a contract with WA Consultants either as a PAYE agency worker or a contractor, there are obligations on both parties to process data. On the WA Consultants side, this will include the need to carry out a payroll, pay invoices and verify time records.

It might be necessary in some instances, for us to process personal data in connection with exercising or defending legal claims. It is allowed under GDPR for us to take legal advice in relation to legal proceedings or where we are required by law to preserve or disclose certain information as part of a legal process.

We will gain your consent to process your personal data in relation to the submitting of your details to a client company for the purposes of applying for a job with them or introducing your services for contract work. The purpose for which you are giving consent should be clear and you should give your consent freely. Your consent must be unambiguous and you shall always have the right to rescind your consent at any time.

We are allowed to market services to you which are related to the recruitment services we provide where you have not actively opted out from receiving these communications. These communications will clearly identify our company and will give you a clear chance of opting out of receiving future messages.

## **Who we share your information with**

Our services are to provide you and client companies/employer with the opportunity to find contract work or the right contractor to do that work, or to find the job or the right person for that job. To increase your chances of securing the contract work or the job, it will be necessary to share your information with the prospective client company/employer.

We will need to make data available to legal and regulatory authorities (such as HM Revenue and Customs), to accountants, auditors, lawyers and other outside professional advisors, and to companies who provide products and services to the Company (such as IT systems suppliers). These suppliers will be based in European Economic Area.

## **Sharing your information outside the EU**

Most of the information we hold on you will be used and stored in the UK or EU. We are based in the UK and do not transfer your data outside the EU. We will only transfer your data outside the EU (together with the other European countries included under GDPR) where it is compliant with data protection legislation and the means of transfer provides adequate safeguards in relation to your data.

## **How long we keep your personal information**

If we have not had communication with you (or, where appropriate, the company you are working for or with) for a period of ten years, we will delete your personal data from our system unless we are required to retain it by law or other regulations.

Where we have entered into a contract for the provision of your services to a client, your personal information necessary for carrying out our obligations under that contract will be retained as long as necessary for the performance of the contract and for as long as required or permitted by applicable law or regulation.

## **Your rights**

Pursuant to the General Data Protection Regulations, you have a right to have your personal information corrected; a right to object to certain processing of your personal information; the right to restrict processing of your personal information; the right to withdraw consent; the right to request erasure; the right to request access to your personal information; the right to move, copy or transfer your personal information.

You may exercise your rights at any time, or withdraw your consent to the processing of your personal data (where consent is our legal basis for processing your personal data), by sending your request in writing to The Data Controller, WA Consultants Ltd, Emblem House, Pynes Hill, Exeter, EX2 5BA or by sending an email to [bh@waconsultants.com](mailto:bh@waconsultants.com).

At any time you may ask to unsubscribe from job alerts that you may receive by either replying directly to the email requesting that you do not receive any further email alerts or by contacting the Data Controller above.

You may address a complaint or question the processing of your personal information at the above mentioned contact details. You may also lodge a complaint with your local data protection office, which in the UK is the Information Commissioner's Office which enforces data protection laws (<https://ico.org.uk>).