

# Groundwork East's Privacy Notice - Consultant

## Introduction

This Privacy Notice was last updated on 2/4/2024.

Groundwork East respects your privacy and is committed to protecting it through our compliance with this privacy notice. We are registered with, the Information Commissioner's Office (ICO).

In this privacy notice references to "Groundwork", "Groundwork East", "us", "we", "our" are to Groundwork East.

## Please take some time to read this privacy notice before you sign up as a Consultant with us

### What information do we collect?

In order to provide you with information about our services, we may collect the following personal information

This may include information:

- by which you may be personally identified, such as name, postal address, e-mail address, telephone number ("personal information")
- emergency contact information
- reference information (if applicable)
- previous employment history (if applicable)
- criminal record information (if applicable)
- Documentation confirming your insurance in line with contractual requirements
- Details of the services you are contracted to supply to us and any agreed rates
- Copies of invoices provided by you and bank details for payment of these invoices
- Information regarding your entitlement to work in the UK
- Special category personal data (for example disability information) to enable us to make reasonable adjustments if required.

We only collect information about you that we need for a legitimate business interest.

### How do we collect information about you?

We collect information in a variety of ways including:

- Your CV
- Example reports
- Email correspondence
- Identity documents
- Telephone conversations with you
- Emails
- Communications

### How do we use your information?

We use your information in various ways, such as to:

- provide you with information or services that you request from us
- keeping our records accurate and up to date
- comply with any legal obligations we may have
- meet any other purpose for which you provided your information
- undertake risk assessments (if applicable)

- facilitate the appropriate medical care or treatment in a medical emergency
- contact your nominated person in the event of an emergency

### **Who do we share this information with?**

We only share your information when necessary to facilitate or improve the service we give you, or future services we offer. We may also share your information internally with those involved in the consultant process and is limited to what is required by each individual to perform their role including HR and Finance. It may be shared with third parties and may include Clients who may require verification of your qualifications and experience.

### **Why and on which basis do we use your Personal Data?**

We will rely on the appropriate legal bases under the UK GDPR or Data Protection Act for processing your data.

- To comply with our legal or regulatory obligations
- We have a legitimate interest in doing so. These legitimate interests will include our interests in carrying out our work and providing our services.
- To respect your choice if you requested Consent for a specific processing- in the case of direct marketing
- Vital Interest

### **Information disclosure**

When disclosing your information, to another party, we will ensure you remain anonymous where possible, unless it is necessary to share your personal information such as your name and qualifications to for example strengthen bids for work.

### **How long do we keep information for?**

We will retain your Personal Data over the period required to comply with applicable laws and regulations or another period with regard to our operational requirements. A summary of our retention periods defined in the Data Protection procedure is available from our HR department on request. (appendix 2)

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorised access, use, alteration and disclosure. This includes but is not limited to appropriate security measures like two factor authentication, encryption and firewalls and all data is stored in compliance with GDPR regulations. To protect your information from being accessed by unauthorised internal parties your personal information is stored in restricted access folders on our secure servers.

### **Your rights and how you can exercise them**

In accordance with the UK DP Regulations, you have the following rights:

- To access: you can obtain information relating to the processing of your personal data, and a copy of such personal data.
- To rectify: where you consider that your personal data are inaccurate or incomplete, you can require that such personal data be modified accordingly.
- To erase: you can require the deletion of your personal data, to the extent permitted by law.
- To restrict: you can request the restriction of the processing of your personal data.
- To object: you can object to the processing of your personal data, on grounds relating to your particular situation. You have the absolute right to object to the processing of your personal data for direct marketing purposes, which includes profiling related to such direct marketing.

- To withdraw your consent: where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time.
- To data portability: where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party.

If you wish to exercise the rights listed above, please send a letter to the following address:

FAO Chief Executive

Groundwork East, Mill Green, Hatfield, Hertfordshire AL9 5PE.

### **Your right to make a complaint**

You have a right to make a complaint to the Information Commissioner's Office (ICO):

<https://ico.org.uk>

### **Changes to our Privacy Notice**

We will update this privacy notice from time to time so you should check the Groundwork East website or ask a member of staff to see the most up to date version.

### **Contact Information**

To ask questions or comment about this privacy notice and our privacy practices, contact us.

You can write to us at:

Groundwork East

Mill Green

Hatfield

Hertfordshire

AL9 5PE