

Privacy Notice Direct

Company Name:	SKAT Limited ('SKAT Limited')
Date:	10/05/2018

SKAT Limited is a recruitment business which provides work-finding services to its clients and work-seekers. SKAT Limited must process personal data (including sensitive personal data) so that it can provide these services – in doing so, SKAT Limited acts as a data controller.

You may give your personal details to SKAT Limited 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. SKAT Limited 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.

1. Collection and use of personal and sensitive data

a. Purpose of processing and legal basis

SKAT Limited will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where SKAT Limited has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping work-seeker records up to date;
- Contacting you to seek our consent where we need it;
- Providing work-finding services to the individual, including sending your information to our clients where they have demonstrated an interest in doing that particular type of work but not expressly consented to us passing on your CV;
- Contacting you with information about similar products or services that you have used from us recently; and

c. Recipient/s of data

SKAT Limited will process your personal data and/or sensitive personal data with the following recipients:

- Any nursery/preschool setting that might be actively looking for a permanent candidate or a temp worker;
- Qualified Accountants Limited for accounting purposes;
- Your former or prospective new employers that we obtain or provide references to;
- The Recruitment and Employment Confederation;
- Any other third parties who carry out audits to ensure that we run our business correctly;
- Our Payroll service providers – Moneysoft;
- Our insurers;
- Our legal advisers;
- Social networks;
- Our CRM providers – Flo;
- Pension provider – NEST;
- Any public information sources and third-party organisations that we may use to carry out suitability checks – Companies House, the Disclosure and Barring Service (DBS);
- Government, law enforcement agencies and other regulators – the Police, Home Office, HMRC;
- Any other organisations you ask us to share their data with.

d. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- We may not be able to introduce or supply you to a client;

2. Data retention

SKAT Limited 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 SKAT Limited has obtained your consent to process your following personal data:

- Name
- Photograph
- Date of birth
- Contact details, including telephone number, email address and postal address
- Next of kin name and contact
- Experience, training and qualifications
- CV
- National insurance number and Bank details

And following sensitive data:

- Criminal Conviction
- Medical Form

we will do so in line with our retention period. Upon expiry of that period SKAT Limited will seek further consent from you. Where consent is not granted SKAT Limited will cease to process your personal and/or sensitive personal data.

3. Your rights

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

- The right to be informed about the personal data SKAT Limited processes on you;
- The right of access to the personal data SKAT Limited 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 SKAT Limited processing your Name, Contact Details, Date of Birth, Criminal Checks, Bank Details and Medical conditions, you have the right to withdraw that consent at any time by contacting Desi Gray or Sohini Biswas on 01223914194(email: office@skat.uk.com)

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Desi Gray or Sohini Biswas on 01223914194(email: office@skat.uk.com)

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.