

SUBCONTRACTOR PRIVACY NOTICE

Introduction & Our Details

RG Kellow Ltd is a limited company incorporated in England & Wales. For data protection purposes we are the 'data controller' of the personal data that you give us.

Our address is Unit C3, Pool Business Park, Dudnance Lane, Pool, Redruth, Cornwall, TR15 3QW. Our telephone number is 01209 712525.

This Privacy Notice applies to all current and former Subcontractors. This Notice does not form part of any contract to provide services. We may update this Notice at any time.

Our Commitment to You

We are committed to protecting your privacy and to complying with the data protection laws in the UK. In consequence, we collect the minimum amount of information about you in order to continue working with you and meet our obligations.

What is the purpose and legal basis for us to collect and process your personal data?

We will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests.

Our purposes for processing your data:

- Making a decision about your appointment
- Determining the terms on which you work with us
- Paying you and, if applicable making deductions under HMRC's Construction Industry Scheme and reporting to them
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Assessing qualifications for a particular job or task
- Making decisions about your continued engagement
- Education, training and development requirements
- Dealing with possible legal disputes involving you
- Complying with health and safety obligations
- To prevent fraud
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information

What personal data will be collected and processed?

We may collect, store, and use the following categories of personal information about you:

- Contact details such as name, title, addresses, telephone numbers, email addresses, date of birth
- National Insurance number and UTR Number
- Insurance details
- Bank account details, payroll records and tax status information
- Training records, qualifications, accreditations and professional memberships
- CCTV footage
- Photographs
- Information about criminal convictions and offences

Who will receive your personal data?

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Recipients of your data may include third-party service providers; (such as payroll providers), other related business entities; a regulator or to otherwise comply with the law. In some circumstances we may need to carry out a credit check with an appropriate credit agency or a background check provider.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

If we wish to process your personal data for purposes other than those specified in this notice, we will notify you with relevant information and, if necessary, seek your consent.

How long will we keep your personal data?

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

What are your rights?

You have the right to:

- ask us in writing for details of the personal data that we hold on you
- require us to rectify any errors
- have your personal data deleted if there is no reason for its continued storage and processing
- lodge a complaint with the ICO (Information Commissioner's Office).

Further details about your rights under data protection legislation can be found on the ICO's website at <https://ico.org.uk/>.

Cookies

Your internet browser has the in-built facility for storing small files - "cookies" - that hold information which allows a website to recognise your account. Our website takes advantage of this facility to enhance your experience. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired.

Changes to this Privacy Notice

Any changes to this Notice will be placed here and will supersede this version. We will take reasonable steps to draw your attention to any changes in our policy. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.

How to Contact Us

If you have any questions about our Privacy Notice, or if you want to know what information we have collected about you, please email us at office@proper-job.com.