

Our People and People making applications to become our People

Types of data	Collection	Purpose	Disclosure	Retention Period
<p>Personal data such as</p> <ul style="list-style-type: none"> • your name, address, contact details, education and employment history; • background checks (financial and criminal); • identification documentation; • right to work status; • information relating to next of kin/ dependants; and • financial information including bank details and identifiers (e.g. National Insurance numbers). <p>We may also process sensitive personal data such as</p> <ul style="list-style-type: none"> • health details; • medical information; • racial origin; • religious beliefs; and • information about offences/ alleged offences. 	<p>Your personal data will be collected from various sources including:</p> <ul style="list-style-type: none"> • your application form/CV; • recruitment agencies and websites; • providers of background checks; • notes and records kept for the duration of your employment (including interviews, absences, appraisals, disciplinary action); • providers of occupation health services; and • CCTV and security access devices. 	<p>Your personal data will be used for the following purposes:</p> <ul style="list-style-type: none"> • managing your employment and fulfilling our obligations as an employer; • human resources administration; • assessing suitability/eligibility and/or fitness to work; • security; and • training. <p>Photographs and images of you, your name, and information about your education and employment may be used in our marketing and promotional material including our Website, Intranet and pitches to Clients.</p>	<p>Your personal data may be transferred to</p> <ul style="list-style-type: none"> • our third party service providers who support the operation of our business; • to regulatory authorities; • our Clients <p>for the purposes of fulfilling our contractual obligations.</p> <p>We shall only transfer personal data to a third party which has been limited to the relevant purpose.</p>	<p>Please refer to our Retention Policy.</p> <p>We will ensure we keep all personal data up to date and shall archive and then permanently delete any personal data which is not necessary for the purpose.</p>