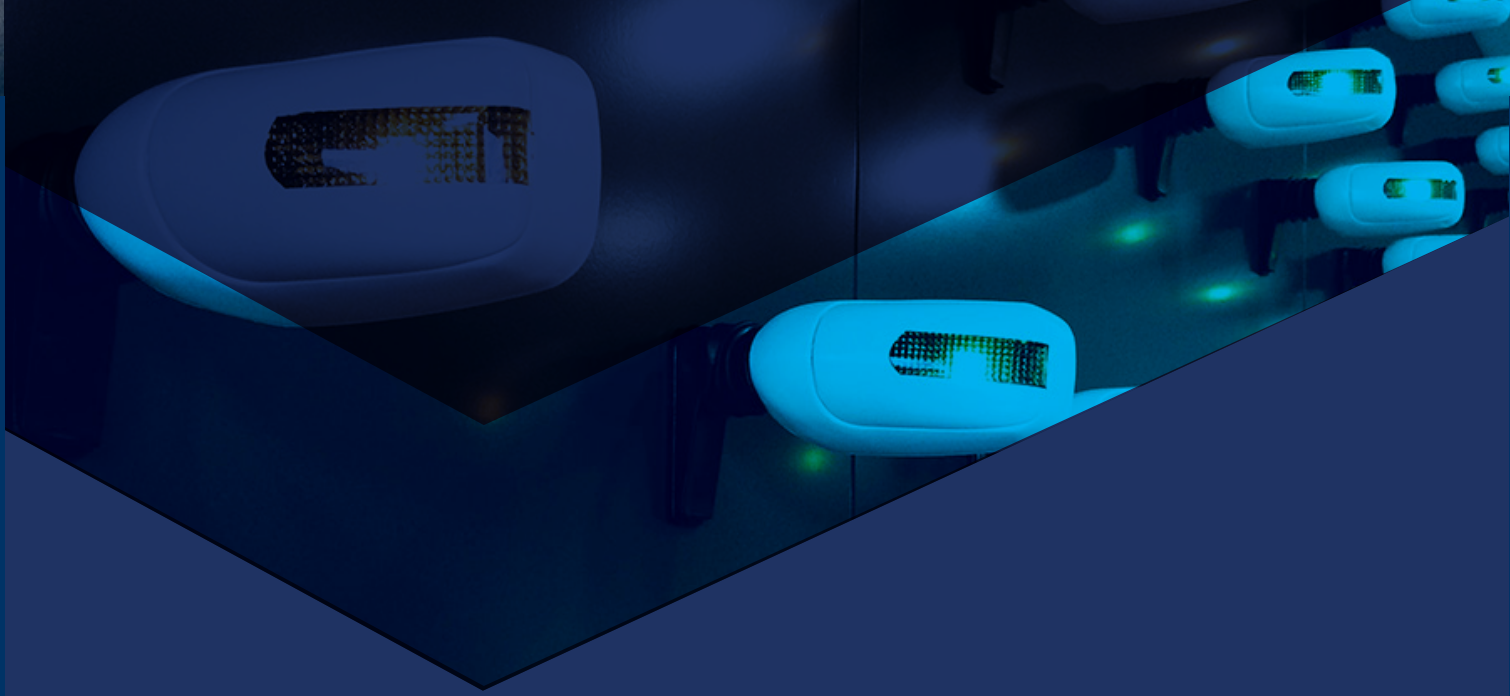


Recruitment Privacy Policy



premium
choice



INDEX

P3	1. WHO ARE WE?
P3	2. THE INFORMATION WE MAY COLLECT AND RETAIN
P3	3. HOW WE COLLECT THIS INFORMATION
P3	4. HOW WE USE THIS INFORMATION
P4	5. HOW AND WHERE WE HOLD THE INFORMATION
P4	6. WHAT IS THE LEGAL BASIS FOR PROCESSING THE INFORMATION?
P4	7. YOUR DATA, YOUR RIGHTS

Recruitment Privacy Policy

1. Who are we?

Premium Choice is the Data Controller of the information you provide us and is registered with the Information Commissioner's Office. We are required under relevant data protection legislation to notify you of how we will process your personal data during the application and recruitment process.

2. The information we may collect and retain

- Name
- Address
- Date of birth
- Email address
- Telephone number
- National Insurance number
- Work history
- Salary expectations
- Holiday commitments
- Payment records including Tax records
- Qualifications
- Passport or visas
- Utility bill
- Disclosure and Barring Service check results
- References

3. How we collect this information

This information may be provided directly from you as part of the application and recruitment process or from a third party agency (such as a job board or recruitment agency) where your details are registered as someone who is looking for work opportunities.

Credit checks and Criminal record checks are conducted and supplied by the Disclosure Barring Service and relevant credit referencing organisation.

4. How we use this information

We process information about you for job application, recruitment and selection purposes. This information is used to ensure we match your skills and meet your expectations for the required position available.

We share your details with third party suppliers both during the recruitment and selection process. We also use some of this data to satisfy legal requirements surrounding eligibility to work, to make payment to you and make necessary tax deductions in line with HMRC requirements. We may also use this information to carry out relevant credit and criminal records checks where required by our clients.

5. How and where we hold the information

All the personal data we store is retained in hardcopy format and (if applicable) on our database servers held at our Head Office based in Wolverhampton.

We also retain information via a third-party source (Tazio) during the recruitment and selection process.

If at any point during the application and recruitment process you wish to withdraw your consent to the organisation both retaining and processing your information in line with this policy, you should email hr@premiumchoice.co.uk.

Upon acceptance of offer, you should refer to the Employee GDPR Privacy Notice, which is available on the Company Intranet.

6. What is the legal basis for processing the information?

If you are successful in your application for employment with us, we rely upon your consent from you to carry out both credit and criminal records checks to protect our business and our customers.

It is our legal obligation to establish your eligibility to work and as such we will process this information in line with the proper policies and procedures.

If you start employment with us, your details will be used to issue employment contracts so you can carry out your job, we can pay you and to fulfil our legal obligation to provide further information to HMRC for reporting purposes.

If you work with our clients, we will also process your data on the basis of our legitimate interests i.e. administrative tasks.

7. Your data & your rights

You have the right at any time to ask for a copy of the information that we hold about you and we are obliged to respond to you in a timely manner. You also have the right for any incorrect data to be rectified. Alternatively, you also have the right to have the data we hold about you permanently erased. If you would like to make a request to either view, rectify or erase your information please contact us directly.

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