

PRIVACY POLICY



Pegasus Staff Services Limited (Pegasus) is a regional recruitment business, in order to fulfill our requirements for clients, suppliers and workers we need to collect, store, share, use and protect certain data. In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) we have detailed within this privacy policy how we achieve this duty.

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Data we may collect

- Identity: - Name, address, date of birth, right to work information and National Insurance number
- Contact: - Address, phone number and next of kin
- Technical: - e-mail address and IP address
- Financial: - Bank details and company details
- Employment: - Employment history via a CV and the corresponding references
- Training: - Driving licence and other relevant qualifications
- Health: - Health questionnaire
- Work pattern: - Availability for work
- Correspondence:- Any social media contact via our website or Facebook facility
- Special categories: - Criminal Convictions
- Health and Safety: - Site health and safety details

How we obtain data

- Completing a registration form
- Direct contact phone calls
- E-mails
- Website responses
- Facebook interaction
- Jobs board enquiries
- Client form
- Supplier contact and payment details
- Driver CPC registration
- Driver CPC feedback

Sharing Personal data with third parties

For business, regulatory and legal reasons Pegasus may need to share data with other third parties , some of these bodies are listed below but this list is not exhaustive: -

- Police
- DVSA
- HMRC
- Department for work and pensions
- Pension regulator
- Payroll Services
- Business advisory partners
- Accountants

How we use your personal data

Pegasus have the right of one of the following purposes for which we will use your personal data

- a) Consent
- b) Contractual Obligations
- c) Legal Obligation
- d) Legitimate Interests
- e) Special Data Category

We then use the data as follows: -

- To provide a work finding service for workers
- To manage assignments
- To process payroll services
- To process pension contributions
- To process Driver CPC training
- To process payments for supplies
- To provide a worker finding service for clients
- To provide a safe environment for workers
- To enhance our services through feedback

Special categories of personal data

Pegasus will collect data regarding criminal convictions due to the nature of the work of our clients under the requirement of the special data category.

How long we keep personal data

Your data will be stored with Pegasus to meet all legislative, contractual and business obligations. This would normally be for a period of 6 years after the end of the last tax year in which business was conducted for yourselves. If no business dealings have been conducted in the last 12 months since we gained your data, this will be disposed of in a secure manner.

Automated processes

Pegasus currently have no automated processes in place and doesn't perform any profiling.

Cookies and IP addresses

Pegasus doesn't use cookies on its website nor do we automatically store IP addresses.

Transfer of data outside of EU

Pegasus doesn't transfer any data outside the EU.

Where your personal data is stored and its security

All your data is secured in the EU, this can be on either a server, on a computer and/or in a hard form format. All processes will have secure procedures in place to protect the data from unauthorized access these include anti-virus software, login passwords and secure lockable storage for hard copies of data. These security measures will routinely be checked and tested and if need be changed to meet any security threats.

Your rights to access, correction and deletion

Within this privacy policy we explain what data we collect, how we use it, why we need it, how long we retain it and with whom we possibly share it with. If we obtain further information from other sources, we will notify you of this within one month. We will endeavor to always provide information in a clear, precise format in plain English. You have the right to personal data we hold on you though a subject data request, listed below is information you can request: -

- The right to all data we've collated about you
- The right to have data rectified if incorrect
- The right to be erased (if applicable)
- The right to restrict processing (if applicable)
- The right to data portability
- The right to object to the use of data

Changes to policy and your details

Pegasus will periodically review its Privacy policy and amend accordingly to any legislative requirements or developments; the current version will be available on the company website. Any data that changes that we store for workers, suppliers or client's needs to be reported to Pegasus, so we can amend our data.

Contact and complaints

If you require any further information regarding this policy or have a complaint concerning the handling of personal data, please contact the data controller listed below: -

Brian Hadfield
Pegasus Staff Services Limited
29 Derwent Business Centre
Clarke Street
Derby
DE1 2BU
e-mail bhadfield@pegasusstaff.com

You may also contact the Information Commissioners Office (ICO) using www.ico.org.uk , naturally we would be most grateful to discuss any problems or queries in the first instance