



Our Policy Statement

This Privacy Notice is designed to help you understand everything you need to know about the what, why and how is of our data gathering and processing operations, and what your legal rights are.

We hope you'll take some time to read this document; we've tried to keep it all as simple as possible and we will keep you informed if there are any changes to the way we process your personal data in the future, before making them.

Top Team Resources & Recruitment Ltd takes its responsibility of protecting your data very seriously and we do advise that you get to know our practices – If there is anything in this policy you don't understand or if you want to ask any questions, please feel free to contact us using any of the details below.

What kind of personal data might we ask you to provide?

Top Team Resources & Recruitment Ltd will only ever ask for personal data if it is required for a specific purpose; with that in mind we have created a full list of all the kinds of personal data that we may ask you to provide in order to achieve those purposes. The kinds of personal data we may collect are:

(Please note that the list below of categories of personal data we may collect is not exhaustive)

Data Subject type:	Data categories:
Job Applicant / Worker	Name, date of birth, address, telephone, email, work and employment history, driving licence, bank details, NI Number, Photograph, details of criminal convictions if required for the role you have applied for.
Sensitive data may be collected to comply with our obligations under employment law; or, where this does not apply, we will request explicit consent.	Immigration status, Nationality, Ethnic Origin, Details regarding your health, samples to perform drug and alcohol testing.
Prospect	Name, telephone, email,
Client	Name, address, telephone, email, bank details, VAT registration, company information
Supplier	Name, address, telephone, email VAT Registration

Where do we collect personal data?

We will use personal data firstly to fulfil any contractual obligations that exist between us and yourself; where we request personal data be provided to meet the terms of any such contract you will be required to provide the relevant personal data or we will not be able to deliver the services you want. In such cases, the lawful basis of us processing the personal data is that it is necessary for the performance of a contract.

We may also process your personal data in accordance with our legitimate business interests; this is on the considered measure that we need the personal data to achieve the various purposes and that it could be reasonable for an individual to expect their data to be used for those purposes.

Our data processing activities conducted on the lawful basis of 'legitimate interests' are:

1. Introduce you to our clients for temporary assignments and permanent employment;
2. Process your data to enable us to carry out the employment contract ;
3. Gather your data for the purposes of safeguarding your health and safety;
4. Transfer your data intra-group for administrative purposes;
5. Process your data for the purposes of ensuring networking and information security; and,
6. Protect our legal position in the event of legal proceedings.

We may also process your personal data in order for Top Team Resources & Recruitment Ltd to comply with our various legal obligations; this might include:

- Providing for financial commitments between us and yourself, or to relevant financial authorities
- Complying with industry regulatory requirements and any self-regulatory schemes
- Cooperating with relevant authorities for reporting criminal activity, or to detect and prevent fraud

Where did we obtain your personal data?

We only collect data directly from you;

Whom will we share your information with?

In order to achieve the above stated purposes for which we process your personal data, we may need to share your personal data with various third-party service providers who act as data processors.

We may also share your personal data that is necessary with:

- Our legal and professional advisors;
- Master and Neutral vendors or Umbrella Companies for payroll purposes including Numbermill Limited;
- 3rd parties for referencing purposes;
- Suppliers, customers and partnering Employment Businesses for the performance and compliance obligations of any contract we enter into with them or you;
- Any auditing body required for the service supply;
- Our benefit providers; and
- Statutory authorities such as HMRC.

We may share your personal data with third party organisations acting as data controllers or with specific individuals, groups or other organisations who act as neither data controllers nor data processors, but only where we are legally required to do so by law or where doing so is necessary to achieve the intended stated purpose of processing the data

In the event that we sell or reorganise our business, or if otherwise required by law or by an authorised regulator, we may transfer your personal data as a part of the general business data to the relevant parties.

Where is my data going to be stored?

Top Team Resources & Recruitment Ltd will not transfer your personal data to any country outside the European Union (EU) other than those that have been granted an adequacy decision under the General Data Protection Regulation (GDPR).

We may be required to transfer your personal data to organisations who intend to transfer the data outside the EU. Where such transfers of data take place, we shall ensure that contracts are in place between the parties involved that ensure the recipient organisation has a suitable standard of data protection in place.

You may request that we erase your personal data anytime, though in cases where there is a remaining relevant or legal reason why we are required to keep the data we may opt to restrict the amount of processing being conducted to what is absolute necessary in line with your legal rights in order to minimise the impact the processing will have.

What information will be collected from you when you visit Top Team Resources & Recruitment Ltd website?

Cookies

Your browser can read cookie files and, in some cases, remember your preferences, e.g. which content to display on the screen. They usually contain two pieces of information – a site name and a unique user ID. You can manage cookies from each of the major browsers. Remember that some of our websites features won't work with cookies turned off.

Usage data

We may process data including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern



of your service use. Our website analytics software is the source of the data, which may be processed for the purposes of analysing and improving the website and associated services.

How long my Personal Data will be kept?

We will keep your Personal Data for no longer than is legally required and strictly necessary, having regard to the original purpose for which the data was processed.

We will retain your contact details for a period of two years after your last assignment to continue to offer you work finding services. If you no longer wish to be contacted for work during this period, you can let us know by contacting us via email at info@topteamrecruitment.org.uk

Your rights, Our responsibility

There are several rights granted to you immediately upon providing us with your personal information; some of these are mentioned above. We'd like you to know that at Top Team Resources & Recruitment Ltd we take your rights as a Natural Person seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

You have the Right of Access

This grants you the right to confirm whether or not your personal data is being processed, and to be provided with relevant details of what those processing operations are and what personal data of yours is being processed.

If you would like access to the personal data we have about you, we ask that you contact us by using any of the details below.

The Right to Rectification

This one is fairly straight forward; if you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

The Right to Objection

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used, your personal data you may do so freely.

The Right to Portability

This is a legal right afforded to you that states we must pass on all of the details you have provided to us in a machine-readable format, either to you or to another provider of your choosing.

The Right to Complain

We will always try to maintain the highest standards and encourage the confidence our Workers and customers have in us as an organisation. In order that we can achieve this we do request that any complaints are first brought to our attention so we can properly investigate matters; if however you would like to complain about Top Team Resources & Recruitment Ltd to a supervisory authority you may do so by contacting the Information Commissioners Office on 0303 123 1113.

Who to contact?

Should you have any questions, comments or wish to exercise your rights in relation to your Personal Data, please contact our GDPR contact on 01902 836243 or via email at info@topteamrecruitment.org.uk
Our Data Protection Office is Julia Grigorjeva.

Top Team Resources and Recruitment Ltd is registered with the Information Commissioner's Office (ICO) under registration reference: ZA536807