

# GDPR Policy & Statement

Linsco Ltd are committed to compliance with all relevant EU and Member State laws in respect of personal data and the protection of the "rights & freedoms" of individuals whose information the company collects and processes in accordance with the General Data Protection Regulation.

Compliance with the GDPR legislation is outlined within this policy and works in conjunction with all other associated policies such as the IT Policy, Computer Policy, Laptop Policy and Security Policy, along with the GDPR management system.

## GDPR Policy Statement

Linsco's Directors have ensured that a GDPR Policy and management system have been developed, maintained and implemented to ensure that personal data processing functions are compliant with the current legislation. This includes personal data from customers,' clients', employees', candidates', suppliers' and partners' and any other personal data the organisation processes from any source.

To meet these aims we ensure that the protection of personal data is an integral part of our business activities and continuous improvement programs. To ensure continuing improvement and compliance, the Policy and management system processes will be reviewed on an annual basis by the designated Manager.

## Privacy Notice

Here at Linsco Ltd we take privacy very seriously, we will only use personal information to administer the accounts of all data subjects' including customers,' clients', employees', candidates', suppliers' and partners' and to provide them with the products and services that they have requested from us.

A data protection statement is in place, in which candidates' are made aware that the personal information that they provide on their application form and on any CV given to Linsco will be used by us to provide them with work finding services. In providing this service to them, they consent to their personal data being included on a computerised database and consent to us transferring their personal details to our clients. They are also made aware that we may check the information collected with third parties or with other information held by us, additionally we may use or pass information to certain third parties to present or detect crime, to protect public funds, or in other way permitted or required by law. In signing the declaration the data subject confirms that the information given is true and correct and they consent to their personal data and CV being forwarded to clients (where applicable), they also consent to references being passed on to potential employers.

## Employees, Subcontractors and Suppliers

The Company expects that all employees, partners and any third parties working with or for Linsco Ltd and who have or may have access to personal data, will be mandated to have read, understood and to comply with this policy and GDPR management system and confirmed their compliance in writing.

All Employees, and certain external parties, will receive or be expected to provide evidence of appropriate training. The consequences of breaching the GDPR Policy are set out in Linsco Ltds Disciplinary, Dismissal & Grievance Policy and in contracts and agreements with third parties.

No third party may access personal data held by Linsco, without having first entered into a data confidentiality agreement which imposes on the third-party obligations no less onerous than those to which Linsco Ltd is committed. This agreement gives Linsco the right to audit for compliance with the legislation.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that data protection considerations are always given prominence. Any breach of the GDPR will be dealt with under the company disciplinary processes and may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.

## Governance

The responsibility for determining the Company's policies on General Data Protection Regulations, including revision of this Policy, lies with the Directors of Linsco Ltd. The management and staff of the Company will monitor the operation of this Policy with the Directors receiving regular reports. By the appointment of a competent person with responsibility for data protection, the Company will ensure support for the management team, staff and clients in data protection matters.

Signed



**N Evans, Director**

Dated: 3<sup>rd</sup> January 2019

Temporary and permanent recruitment solutions in the UK and Europe

Head Office, Price House, 37 Stoney Street, Nottingham, NG1 1LS, Tel: 0115 910 6666, Fax: 0333 2400 241, Regional Offices located throughout the UK

Linsco Ltd. Registered Office: 2 Lace Market Square, Nottingham, NG1 1PB. Company Reg No: 1370096 (ENG) VAT Reg: 385 4918 09

[www.linsco.com](http://www.linsco.com)

Construction

Electrical

Engineering

Architectural

Technical

Commercial

Call Centre

Financial

Marketing

Industrial

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Created: 30/04/2018

Last Updated: 03/01/2019

Directors

M McGregor

C Lee

N Evans

R McCafferty

D Wheat

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## At Linsco Ltd, we are committed to protecting and respecting your privacy.

Our [privacy policy](#) (including any other documents referred to in it) sets out the basis on which we process any personal data that we collect from you or about you that you provide to us or that we receive from other sources. By processing, we mean when we collect, use, store, delete and otherwise manipulate or access personal data.

If we ask you to provide information from which you can be identified, including as a result of using our website, it will be used in accordance with this privacy policy, as it is varied from time to time.

Please read this policy carefully to understand our practices regarding your personal data and how we will treat it. We recommend that, from time to time, you visit our website to review this policy to stay up to date with any changes to it.

If you would like to read more about how Linsco Ltd processes personal data, you can find a more detailed description in our FAQs at [www.linsco.com](http://www.linsco.com)

## What establishes our data protection obligations to you?

Linsco Ltd is required to process your personal data in accordance with the law.

The Data Protection Act 1998 (DPA) implements the EU Data Protection Directive 1995 (EU Directive 95/46/EC).

From 25 May 2018, the General Data Protection Regulation 2016 (EU Regulation 2016/679) will come into force; it replaces the DPA.

This privacy policy complies with the DPA, and has been updated to comply with the General Data Protection Regulation 2016 (the "GDPR").

## Who is the Data Controller for Linsco Ltd?

A data controller is a person or persons who determine the purposes for which and means by which personal data is processed. In other words, at Linsco Ltd, we are a data controller and we require information about you in order to perform our service to you and make payments to you on assignment.

Linsco Ltd has two businesses - our temporary recruitment business (Linsco Ltd) and our permanent recruitment agency (Linsco Recruitment Ltd) - we have one data controller as the data is accessed by both businesses.

By our temporary recruitment business, we mean the assignment of temporary work placements with various clients within the construction industry, has been operating for forty years since 1978. We provide work assignments to people who seek temporary placements and regulations state we need specific employment data to provide those services.

By permanent recruitment business, we mean the promoting and introduction of customers to each other within the construction industry. We provide introductory services that result in interviews, offers of and placement in employment with our client businesses.

In all cases, Linsco Ltd will be your data controller.

Linsco Ltd is registered as a data controller with the Information Commissioner's Office under Company registration number: 1370096 as ICO registration reference: Z1612166

## Who is the Data Protection Officer for Linsco Ltd?

Our nominated Data Protection Officer is Alex Smith.

The Data Protection Officer (the "DPO") is responsible for monitoring our compliance with the GDPR, for informing and advising our business of its obligations in relation to the processing of personal data. The DPO is the point of contact with the ICO, the UK's data protection supervisory authority, and is the person to whom you should direct any enquiries.

## What personal data does Linsco Ltd collect and process about you?

To assist you in locating employment and temporary assignments, Linsco Ltd will process personal data about its' customer, such as full name, postal address, e-mail address, and landline and/or mobile phone numbers.

If relevant, we may also collect and hold data such as details about your previous work references, occupational health conditions, training achieved, and qualifications for the registered person who is seeking new employment. Further to this, if we find suitable temporary assignments for the customer, we will require information including bank details, proof of eligibility to work in the UK, driving licenses and so forth to enable payments to be made in line with current UK employment regulations. This information will not be required should you be seeking purely permanent work without any payroll service being fulfilled by Linsco Ltd.

## Temporary and permanent recruitment solutions in the UK and Europe

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## How does Linsco Ltd collect this personal data?

Information that you give to us...

Personal data is that which you provide to us, for example by filling in forms on our website [www.linsco.com](http://www.linsco.com) or by corresponding with us by telephone, e-mail, post, social media or otherwise.

This personal data would relate to applications for a particular role, allowing us to match suitable assignments for you as long as you require us to. We will process your email address and mobile number to provide you with electronic payment advices, timesheets and any alerts regarding future work opportunities and positions that we feel will suit your own requirements. If you are successful in an offer of temporary work, we will process your bank details, national insurance number and statutory tax details in order to fulfil the legal requirements under the HMRC RTI regulations whilst you are under those assignments.

To find out more about the purposes for which we intend to use this personal data and how long we keep that data, please view our FAQs at [www.linsco.com](http://www.linsco.com)

## Information that we receive from other sources

This is the personal data that we receive about you from others, such as from your electricity supplier. As a recruitment business, Linsco Ltd also works closely with third parties (including, for example, our sub-contractors in construction, Client Managed service companies (vendors who work on behalf of major construction companies), Payroll Bureau providers, to provide and maintain your employment position. We also cooperate with and report to government agencies and regulatory bodies, such as the HMRC, BIS (Department for Business, Innovation and Skills), Department of work and pensions, the Construction Industry Scheme, the Pension Regulator, CSCS and CITB to ensure that we are meeting our statutory obligations and providing an acceptable level of service to you and all of our customers.

We will notify you when we receive information about you from third parties. To find out more about the personal data that we collect from third parties, the purposes for which we intend to use this, and how long we keep that data, please view our FAQs at [www.linsco.com](http://www.linsco.com)

## Information we collect when visiting our website

In line with our information security standards, we monitor website behaviour through website analytics. We collect information about how each visitor uses our site. These are then used to compile reports and to help us improve our site. Information is collected in an anonymous form, including:

- the number of visitors to the site
- where visitors have come to the site from
- the pages visited

Linsco Ltd wants to provide you with the best possible service. We are always looking for ways to improve. This includes improving our website so that it provides the information that you need, on a regularly updated basis and in an easily accessible way.

## Cookies on the Linsco Ltd website

Like most websites, our website uses cookies to distinguish you from other users. These are small text files stored in your web browser, which can identify you (or your device) when visiting our website. This helps us to check on the effectiveness of your experience and devise ways to improve our website to improve its content, search functions, and make it more user friendly.

Information that we may collect from your visit includes your device's Internet protocol (IP) address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), services you viewed or searched for, page response times, and length of visits to certain pages. For more information on our use of cookies, view our cookie policy at [www.linsco.com](http://www.linsco.com)

## For what purposes does Linsco Ltd collect and use your personal data?

Linsco Ltd processes the personal data held about you in the following ways:

- We process personal information to enable us to provide advice and professional services as an employment agency, to maintain our own accounts and records and support and manage our employees
- to provide you with updates and alerts, such as interview confirmations, feedback and offers
- to monitor our own work and maintain our records
- to administer and improve our website and other communications with you
- to enable compliance with statutory and legal obligations
- to detect and prevent fraud
- to respond to any complaint that you might make
- to contact you in an emergency
- to answer general enquiries that you may make

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## Linsco Ltd will not process your personal data:

- to conduct market research or for marketing purposes
- to pass it to a third party for that party's or any other party's purposes
- to sell it to a third party

## When does Linsco Ltd disclose personal data?

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. It may be necessary for Linsco Ltd to share your personal data with others, including:

- financial organisations
- current, past or prospective employers
- educators and examining bodies
- suppliers and service providers
- central government
- credit reference agencies
- debt collection and tracing agencies
- business associates
- complainants and enquirers
- professional advisers and consultants
- and as might be required by law, including compliance with any court order or legal obligation

In the event that Linsco Ltd (or substantially all of its assets) were to be acquired by or merged with a third party, the personal data held by us about our customers would be included amongst the assets transferred or shared. If we were to sell or buy any business or assets, we may disclose personal data held by us to the prospective seller or buyer under strict confidentiality terms.

When entering into any agreements that involve the sharing or disclosure of personal data, Linsco Ltd requires that these third parties comply with our data protection and information security policies or have substantially similar policies of their own in place.

## Where does Linsco Ltd store your personal data?

Linsco Ltd has put in place appropriate technical and organisational measures to prevent accidental loss, damage or destruction of your personal data, and to protect your personal data against unauthorised, or unlawful use or theft. We put in place strict confidentiality agreements, including data protection obligations, with our third party service providers and data processors.

Your personal data will not be transferred outside the European Economic Area (EEA).

## What are your rights?

The GDPR provides you with a number of rights in relation to your personal data. These include rights to the rectification or erasure of your personal data, and to restrict or object to its processing.

### Rectification

If you find that any of the personal data that we hold about you is inaccurate, incomplete or contains errors, please notify us in writing and we shall undertake to make the appropriate corrections at the earliest opportunity.

### Erasure

Should you wish to have some or all of your personal data erased, we will endeavour to do so although there may be instances where legitimate interests or the performance of our statutory obligations prevent us from doing so. The erasure of your personal data could result in an inability to provide you with some or all of our services.

### Restriction or Objection

If you wish to object to or restrict how your personal data is processed by us, you can do so by writing to us. Please see our contact details below. Please be aware that such requests could result in an inability to provide you with some or all of our services. You also have the right to data portability and to make a data subject access request.

### Portability

You may request that Linsco Ltd provide the personal data that we hold about you to another data controller in a structured, commonly used and machine-readable format.

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## Access

You may request to be told whether or not personal data about you is being processed by Linsco Ltd. If your personal data is being processed, you are entitled to receive a response from us that provides you with a description of that personal data, the purpose for which it is processed, the recipients or category of recipients to whom that data is disclosed, the source of the personal data, and information about its retention and storage. A copy of the personal data that is undergoing processing shall be provided to you.

To make such requests, it is advisable to do so in writing and to address this communication to our Data Protection Officer, c/o Compliance Department, Linsco Ltd, Price House, 37 Stoney Street, Nottingham NG1 1LS. You can also email us here.

## Changes to our Privacy Policy

If in the future we make any changes to our privacy policy, the latest version of our privacy policy will be posted on our website.

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