

Site Force Construction & Engineering Services Ltd
PRIVACY NOTICE



Who we are and what we do

Site Force Construction Engineering Services Ltd (hereinafter referred to as Site Force) is a recruitment agency business which provides work finding services and matches Clients and Candidates as relevant to their needs.

Our registered office and trading address are 1 Main Street, Busby, Glasgow, G76 8DS.

Siteforce must process personal data in order to provide these services and in doing so are responsible for your personal data.

Purpose

This Privacy notice explains Site Force's approach to collecting personal information in carrying out our duties.

Our commitment

Site Force is fully committed to handling personal information in accordance with data protection legislation and best practices. This means your personal information will be:

1. Processed lawfully, fairly, and in a transparent manner.
2. Collected for specified, explicit and legitimate purposes.
3. Only collected so far as required for our lawful purposes.
4. As accurate and up to date as possible.
5. Retained for a reasonable period of time, in accordance with retention policies.
6. Processed in a manner which ensures an appropriate level of security.
7. We will not sell the data you provide to any external organisation or 3rd party

Whether through this notice or otherwise, we hope to ensure that everyone has a good understanding of why Site Force processes personal information and, where we do, the rights they may have.

How does Site Force collect personal information?

Like most organisations that handle personal information, there are various ways in which Site Force collects information from the people we interact with. These include:

- Email and written correspondence
- Telephone discussions
- Text message and Whatsapp
- Contacting us or authorising anyone to contact them in relation to providing work related services
- Social Media
- Business cards
- Public Sources of Information including websites, credit reference agencies etc
- Seminars and courses
- Visiting the Site Force website
- Submission of information for work related purposes

This list may not be exhaustive

What Personal Information do we collect?

Site Force collects information to fulfil its role as a recruitment agency business. The information collected can vary from person to person.

When we use the term “personal information”, we mean information about living individuals which alone or in conjunction with other information is capable of identifying them. The Data Protection Act and the General Data Protection Regulations regulate our use of personal data

We have identified the types of information that we may collect whilst carrying out our work. The personal information most commonly collected is as follows:

Candidates:

Title

- Name
- Contact details (including home and business addresses, email, telephone number)
- Date of Birth
- Marital Status
- Emergency contact/Next of kin
- National Insurance number
- CV/Work History
- Education or Training
- Employment History
- Referee details

- Photographic ID
- Nationality
- Immigration Status
- Record of Criminal Convictions
- Payment details including pay rates, hours and bank details
- Driving licence status
- Any additional information that you, your referees or our Clients may provide about you

Clients

- Contact details for any individuals and employees of your organization (including business addresses, email, telephone number)
- Details about previous, current and potential future job requirements
- Information shared by the above to allow us to meet requirements
- Information available from public sources

Suppliers

- Contact details for any individuals and employees of your organization (including business addresses, email, telephone number)
- Information shared by the above to allow us to meet requirements
- Information available from public sources
- Bank account details

If you use the company website we may collect data such as dates and times you visited

For the avoidance of doubt, the above lists are not exhaustive

How do we use your personal data?

We use the personal data we collect for a number of purposes, its legal basis is set out as per below:

Purpose	Legal basis
Providing work finding services as requested, submitting applications and information to potential employers	Legitimate interest
Sending out notifications of potential job opportunities	Legitimate interest
As required by law, regulatory bodies or for tax or audit purposes	Legitimate interest
Providing recruitment services for clients	Contractual, Legitimate interest

To perform our contractual obligations with an individual for whom we hold personal data	Contractual, Legitimate interest
To contact people on behalf of our Candidates, clients or suppliers and deal with enquiries or request for information	Consent, Legitimate interest
To offer individuals, business contacts and prospects information about the firm, our services, business updates and information on a range of business related topics we think may interest them	Consent
Process personal data for payroll and administration purposes	Contractual, Legitimate interest
Share data with 3rd party service providers such as factoring and payroll companies to allow information to be processed and services to be provided	Legitimate interest
In any other way which we consider necessary and appropriate to conduct our business to fulfil our obligations	Legitimate interest

For the avoidance of doubt, the above lists are not exhaustive

Consent

Site Force may require to obtain your consent to certain processing activities. In these circumstances, Consent must be freely given, clear, specific, informed and you will be provided with specific opt in. You may withdraw your consent at any time. Please see section that follows on your rights.

Your rights where Site Force is processing your information

The GDPR law in the UK gives certain rights to individuals whose information is being processed by a third party. The following is a quick summary of these rights:

- Access to your information – you have the right to request a copy of the personal information about you that we hold ‘subject access rights’.
- Correcting your information – we want to make sure that your personal information is accurate, complete, and up to date, and so you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information– You have the right to ask us to delete personal information about you where:

1. You consider that we no longer require the information for the purposes for which it was obtained
2. We are processing data that is likely to cause or is causing damage or distress.
3. We are using that information with your consent and you have withdrawn your consent – see ‘withdrawing consent to using your information’ below.
4. You have validly objected to our use of your personal information – see ‘objecting to how we may use your information’ below.
5. The use of your personal information is contrary to law.

Objecting to how we may use your information– you have the right at any time to require us to stop using your personal information for marketing purposes. In addition, where Site Force uses your personal information to perform tasks carried out in the public interest, or in exercising official authority vested in it then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold, or assessing the validity of any objection you have made to us on the use of the information.

Withdrawing consent using your information– where we use your personal information with your consent, you may withdraw that consent at any time, and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact Site Force in any of the ways set out in the ‘contact information and further advice’ section if you wish to exercise any of these rights.

We will not charge you to exercise your subject access rights, we will ensure that the person requesting the data is the person whose data is being requested or requested on their behalf.

We will provide you with the following information

- The purpose for which we are processing personal data.
- What categories of data about the subject we hold.
- The recipients of your data.
- Our retention policy
- Your rights in relation to the data.
- The source of the data if we did not get it from you.

CHANGES TO OUR PRIVACY POLICY

Site Force will keep this notice under regular review and will place any updates on this website. Those changes will then apply to any future use by you of our website.

This privacy statement was last updated on 24th May 2018

CONTACT INFORMATION AND FURTHER ADVICE

If you have any questions which are not covered within this policy, we suggest that you email us at info@siteforceservices.co.uk To help us deal with your query as quickly as possible, we recommend that you include the following in the email subject 'Data Protection' or you can call us directly at the office on 0141 222 2640

COMPLAINTS

While Site Force will seek to resolve directly all complaints about how we handle personal information, you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone – 0303 123 1113 or 01625 545 745
Website – <https://ico.org.uk/concerns>