



## Privacy Policy

### Introduction:

This privacy notice tells you what to expect when Premium Staff Ltd collects your data.

### LOOKING AFTER YOUR INFORMATION

This is our Privacy Notice, which is meant to help you understand what data we collect, why we collect it and what we do with it. We believe this is important information, so please read it carefully.

### USING THIS

We have tried to make our Privacy Notice as easy to understand as possible. If you have any questions about how we treat your information, please don't hesitate to ask. You can email us on [admin@premiumstaff.co.uk](mailto:admin@premiumstaff.co.uk).

### WHY WE COLLECT INFORMATION

We collect and store your personal information so that we can send you to work at our clients. We use your information to check that you are qualified to work, to create a staff profile to send to clients and so we can pay you. We may also share relevant information with you or parties involved with your work and payment. We don't sell your information. We collect your information to establish the contract and record information required to comply with legal obligations.

### WHEN WE COLLECT YOUR INFORMATION

We will collect information from you when you:

use our website

provide us documents to support your application

Our office staff and Clients need to see evidence of certain things to make sure your qualifications/experience are adequate so we can offer you work.

Our payroll team will also need to see personal details to ensure you can be paid.

We record your contact information

when you write to us, email us, use social media or chat with us online. We keep records of all the letters, emails, and webchats that we receive. When you communicate with us through social media, we record your information to help us develop our services. Social media providers also record this information.

#### STORING YOUR INFORMATION

We use a combination of physical and cloud based storage to ensure that your information is stored safely. When we engage service providers who store your information, we always make sure that your data is held in line with the law. We retain your information while we need it to provide the services you've asked for. We then keep it for up to ten years so it can be accessed if it is needed for legal reasons.

#### ACCESS TO YOUR INFORMATION

You have the right to request a copy of your information. If you have specific queries we will usually be able to provide this over the telephone. (01462 429716)

#### EFFECTIVE DATE

03/05/2018