



Privacy Policy

At MC Personnel, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we treat your personal information with care and comply with all relevant legislation, in particular the Data Protection Act 2018, and the EU General Data Protection Regulation (GDPR).

Data Protection

The company is a recruitment business that provides work-finding services to its' clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

1. Collection and use of Personal Information:

The Company will collect your personal information (which may include sensitive personal data) and will process your personal data for the purpose of providing you with work-finding services. **The legal bases we rely upon to offer these services to you are:**

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Payroll processing bureau and related i.e. Pension company, Payslip providers, Company accountants, Auditors.

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), **and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not, the outcome of failure to provide the data is:**

- We will be unable to provide you with work-finding services or payroll you once you have worked (including pay related to this).

2. Data retention

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from:

- a. The date of their creation, or
- b. After the date of which we last provide you with work-finding services.

There are some records such as the 48 Hour Working Opt Out Notice and your Annual Leave records that must be kept for two years from the date outlined above. Your data will be kept as a whole for two years from the dates outlined above unless you specifically request otherwise.



We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal and sensitive data, we will do so in line with our retention policy. The Company will delete/remove your data in line with this policy unless further consent is given/required.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you.
- The right of access to the personal data the Company processes on you.
- The right to rectification of your personal data.
- The right to erasure of your personal data in certain circumstances.
- The right to restrict processing of your personal data.
- The right to data portability in certain circumstances.
- The right to object in processing of your personal data that was based on a public or legitimate interest.
- The right not to be subjected to automated decision-making and profiling.
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data, you have the right to withdraw that consent at any time by contacting: Danielle Cassidy, MC Personnel, 83b High Street, Gillingham, Kent ME7 1BL.

However, please note that withdrawal of consent may affect our ability to provide you with work-finding services.

4. Complaints or queries

If you wish to complain about this Privacy Policy or any of the procedures laid out in it, please contact: Danielle Cassidy, MC Personnel, 83b High Street, Gillingham, Kent ME7 1BL.

You also have the right to raise concerns with Information Commissioners Office on 0303 123 1113 or at <https://ico.org.uk/concerns/> (or any other relevant supervisory authority should your personal data be processed outside of the UK) if you believe that your data protection rights have not be adhered to.

**Thank you,
MC Personnel.**