



Company Name:	Red Recruitment 24:7
Policy Number:	22
Policy Name:	GDPR Policy - Workers
Version:	September 2020 – audited and approved January 2025

RED RECRUITMENT 24:7 GDPR POLICY - WORKERS

Your personal information

Red Recruitment 24:7 collects personal information about you when you register and apply for work with us. We use this information to information with your consent to send to potential employers (CV) and share information with HMRC for RTI purposes. This notice explains more about how we use your personal information.

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What information we collect about you

We collect information about you when you register with us, this includes basic contact information and ID proof, this is to enable us to try and find you a job with your consent, we will collect bank details as and when required, it is held on a secure database within a secure server.

We aim to keep your details up to date by speaking to you via phone or face to face, we will never ask for any sensitive information via email.

How we use your information

We collect information about you to market to companies with a legitimate interest, e.g. if you have asked us to put you forward for a job. We may email you regarding positions you have expressed an interest in.

Information we may share with other organisations

Red Recruitment will share information only with employers or prospective employers that you work for or with our consent have asked us to share as a potential employer. We have a legal obligation to share information of earnings and tax as and when required to government authorities, HMRC and agencies such as CSA. This is always sent via secure methods.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

It is not normal practice for Red Recruitment to share any information abroad unless a circumstance arises whereby a client head office is abroad and they need to see your CV. This would only ever be shared with your consent. CV's are always stripped of sensitive information and only ever contain your name and where you have worked. DOB and other contact details are always removed.

How long we keep your information

Red Recruitment will keep your information for a period of 6 years from the end of the last company financial year they relate to in line with HMRC requirements if you have worked for us.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

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| Access | You have the right to request a copy of any personal information we hold about you. If you would like a copy of any of your information please contact the managing director Mark Morley on the details below. He will process your request within a month. |
| Correction | If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you. |
| Erase | This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for Red Recruitment 24/7 to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it. |
| Restriction | You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection. |

The managing director Mark Morley can be contacted by email mark@redrec247.co.uk or by writing to Red Recruitment 24:7, 4 Pioneer Way, Lincoln LN6 3DH

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact Mark Morley, managing director and explain your objection. If you have provided your consent for the use of your personal information, then you can withdraw this consent at any time. Other than records we have to keep for government information we can erase your details from our secure system.

How to contact us

For general enquiries please call the office on 01522 522 922 or write to Red Recruitment 24/7 Limited, 4 Pioneer Way, Lincoln LN6 3DH

How to complain

If you feel that we have let you down in relation to your information rights, then please contact Mark Morley by email on mark@redrec247.co.uk or by post as the address above.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.