



## Welcome to [Human Resources] SSVc's Privacy Statement

### INTRODUCTION

This Privacy Policy explains how we collect, use and process your personal data and how in doing so we comply with our legal obligations to you.

Whether we are in the process of recruiting you to SSVc, continuing our relationship with you once you have joined us, or indeed if you have left our organisation, your privacy is important to us, and we are committed to safeguarding your personal data.

We want to communicate with all those who are interested in joining us, or indeed who are already with us, in a way **which has their consent** and which is in line with the GDPR legislation that was introduced in May 2018.

This Privacy Policy applies to the personal data of anyone who uses our website, are potential candidates, are existing or past staff, as well as suppliers, referees and emergency contacts.

It is important to point out that we may amend this Privacy Policy from time to time.

If you are dissatisfied with any aspect of our Privacy Policy, you may have legal rights and, where relevant, we have described these as well.

This Privacy Policy applies in relevant countries throughout our international network. Different countries may approach data privacy in slightly different ways and so we apply country-specific parts to this Privacy Policy. This allows us to ensure that we're complying with all applicable data privacy protections, no matter where you are.

### Your Personal Data:

SSVC respects your privacy and is committed to protecting and safeguarding your data privacy rights. For the purposes of this document, we are referring to personal data or personally identifiable information (personal information) as it relates to activities afforded to all prospective, current staff and leavers as mentioned above.

### What and how is information collected by SSVc?

SSVC gathers two types of information about you: (1) Personal Information that you provide to us, and (2) Personal Information we receive from other sources.

We may collect and process the following data about you:

### Information you give us

We collect information when we request it from you and when you provide it to us voluntarily. There are a number of reasons or circumstances when this happens, generally occurring when you request information or a service from us. Examples of this could be during our recruitment process, engaging in



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a training programme, providing a payroll service or employment benefit products to you. These examples are for illustration only and are not exhaustive but cover a number of areas throughout pre/current and post-employment arrangements.

This information may arrive with us in various forms ranging from email contact and telephone calls/messaging, completed pre-and-post employment forms, identify documents, on-line applications, reference referrals, criminal declarations, payroll and bank information.

The information you give us may include your name, address, e-mail address and phone number, financial and credit card information, personal description, photograph or other information.

You are not legally required to provide the Personal Information that we have requested, but, if you chose not to do so, in many cases we will not be able to provide you with our full support of employment services or respond to any queries you may have.

### **Information we receive from other sources.**

We may receive information about you in a number of ways, which could include other third parties such as recruitment agencies, personal referrals, previous employers, benefit providers, referees, tax office(s).

### **Why we need it**

We need to know your basic personal information in order to support all our staff during all aspects of their pre and ongoing employment with us. Services provided to you would include payroll, reimbursing you for expenses, insuring you, medical and security clearance processing and compliance, reference checking, as some examples.

We will only collect personal information from you that we need in order to provide and oversee the employment services provided to you.

### **What we do with it?**

All the personal data we hold is used for the provision of our employment with you. We do not share it with any third party except where required under our employment requirements (training providers, security and medical clearance or provision of salary/benefits for example) or to ensure our legal obligations under the law or regulation and/or counter other criminality.

### **How long we keep it?**

SSVC retains Personal Information no longer than is necessary to comply with legal obligations and to fulfil legitimate business and compliance purposes.

As a guide, SSVC is required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years, after which time it will be destroyed.

### **Data security and integrity**

SSVC maintains reasonable measures to protect Personal Information from loss, misuse, and unauthorized access, disclosure, alteration and destruction. SSVC also takes reasonable steps to keep Personal Information accurate, current, complete, and reliable for its intended use.



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The security of all information we receive is an important concern to us. We exercise care in providing secure transmission of your information from your computer to our servers. Unfortunately, no data transmission over the internet can be guaranteed to be 100% secure. As a result, SSVC can't ensure the security of any information you transmit to us or from (as examples) external websites, social media, your own personal email account and you do so at your own risk.

**Do we use any data processors?** We do not

### What are your rights as a data subject?

At any time, while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review. if SSVC refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 8 below.

All the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

### Complaints

If you wish to make a complaint about how your personal data is being processed by SSVC (or third parties as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and SSVC's Data Protection Officer.

The details for each of these contacts are:

Supervisory authority contacts details	SSVC - GDPR Owner contact details
The Information Commissioners Office Customer Contact Wycliffe House Water Lane Wilmslow SK9 5AF  <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>	Howard Lambert The Services Sound and Vision Corporation Chalfont Grove Narcot Lane Chalfont St Peter Buckinghamshire SL9 8TN



	<a href="mailto:GDPR@ssvc.com">GDPR@ssvc.com</a>
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### **International transfers of Personal Information**

Personal Information we collect from you may be transferred to, and stored at, a destination outside the European Union ("EU"). It may also be processed by staff operating outside the EU who work for us or for one of our vendors. Such staff maybe engaged in, among other things, the fulfilment of the services you receive from us, the processing of your payment details and the provision of support services. By submitting your Personal Information, you agree to this transfer, storing or processing. The countries that your Personal Information may be transferred to may have laws that differ from the laws of your country.

### **Data access and correction requests and other questions**

If you wish to make us aware of changes to your personal information (such as your postal or e-mail address), then please do so. However, in certain employing locations, individuals can do this themselves once they have joined SSVC through a secure personal log-on which is provided to them at the appropriate time.