



## United Careers General Data Protection Regulation (GDPR) policy

### What is the purpose of this document?

United Careers Ltd is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

If applies to all people that engage with our services and provide us with personal information.

United Careers Ltd is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to people that provide personal information to United Careers Ltd, for marketing purposes or for seeking employment.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles:

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

**HEAD OFFICE - CHELMSFORD**

United Careers Ltd, Saxon House, 27 Duke St, Chelmsford, CM1 1HT  
Registered in England & Wales Company No: 12581517



There are “special categories” of more sensitive personal data which require a higher level of protection.

Any information collected about you will be with your prior consent and will only be collected for your benefit.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth
- Gender
- Marital status and dependents
- Next of kin and emergency contact information
- National insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension, and benefits information
- Employment dates
- Location of employment or workplace
- Copy of driving license and/or passport
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Compensation history
- Disciplinary and grievance information

We may also collect, store, and use the following “special categories” of more sensitive personal information:

- Information about your health, including and medical condition, health, and sickness records
- Information about criminal convictions and offences

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## **Our obligations as an employer**

In instances when you become an employee of United Careers Ltd (this will only occur if you enter a temporary contract) we will use your particularly sensitive information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

## **Data security**

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

## **Data retention**

How long will you use my information for?

We will only retain your information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Details of retention periods for different aspects of your personal information are available from us at your request.

## **Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law.

## **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you require more information, contact our head office on 01245 939252.

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