

PRIVACY NOTICE – NOK

Driving Force Recruitment limited ('the Company') is a recruitment business which provides work-finding, recruitment, training and related services to its clients and work-seekers. The Company must process personal data so that it can provide these services – in doing so, the Company acts as a data controller. We will only use your personal data in accordance with the terms outlined in our contracts and our privacy notice.

1. COLLECTION AND USE OF PERSONAL DATA

The company will collect your personal data and process your personal data for the purposes of emergency contact in the immediate health and safety interest of our applicant; or worker; or employee; including concerns of their wellbeing when the Company has been unable to contact the applicant; or worker; or employee for an extended period of time.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws. We may also use your information during the course of audits to demonstrate our compliance with certain industry standards.

In any case the Company must have a legal basis for processing your personal data. We will only use your personal data in accordance with the terms of a contract and our privacy notice.

1.1. COLLECTION OF DATA

Your personal details have been to us by another person (our applicant; or worker; or employee) who has indicated you as an emergency contact.

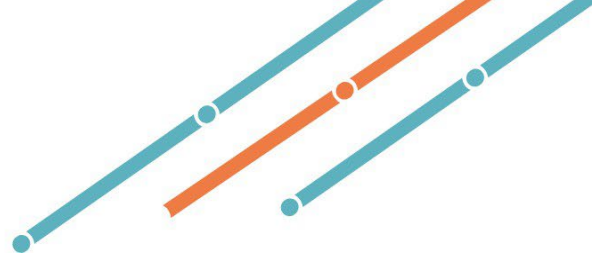
1.2 PURPOSE OF PROCESSING AND LEGAL BASIS

The legal bases we rely upon when processing your personal data are:

LEGAL BASE	EXAMPLE OF PURPOSE
LEGAL OBLIGATION	Does not apply
CONTRACTUAL OBLIGATION	Does not apply
LEGITIMATE INTEREST	To be able to inform applicant's / worker's /employee's relative of emergency situation and / or to clarify concerns about their wellbeing
CONSENT	Does not apply
PUBLIC INTEREST	Does not apply
VITAL INTEREST OF DATA SUBJECT	To inform applicant's / worker's /employee's relative of emergency situation and / or to clarify concerns about their wellbeing

1.3 RECIPIENT/S OF DATA

Where we need to share your personal and/or sensitive data, we have contracts and data sharing agreements in place with the recipients that require them to treat your information as



confidential and ensure the continued protection of your data whilst in their possession. The Company will process your personal data with the following recipients:

- a) Our Parent Company
- b) Governing bodies, law enforcement, regulators and any other authorities as required by law;
- c) Any organisations including trade bodies, associations, business partners of which we are registered members or licence holders, such as the REC
- d) Our clients, either during the course of audits or where illness, accident etc has occurred on our client's premises and it is in the wellbeing of applicant; or worker; or employee for our client, first aider or medical team onsite at the client's premises to discuss any medical situations directly with the next of kin;
- e) Master/Neural vendor and/or other recruitment agencies and/or Employment Business within the supply chain, when applicable;
- f) Our Software providers, including IT, CRM, Website, Marketing technology platforms and suppliers;
- g) Third party suppliers, e.g. business associates and professional advisors, such as external consultants, technical and IT support functions, payroll companies, pension provider, insurers, legal advisors, independent auditors and intermediaries
- h) We may transfer your personal information to a third party as part of a TUPE transfer under the Transfer of Undertakings (Protection of Employment) Regulations 2006;
- i) We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or a part of any business restructuring or reorganisation. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

2. OVERSEAS TRANSFERS

The Company may transfer the information you provide to us to countries outside the European Economic Area ('EEA'). The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

Whenever your data is shared, inside or outside of the EEA, we will take every step possible to ensure adequate protections are in place to ensure the security of your information.

3. AUTOMATED DECISION MAKING

The company does not use automated decision-making, including profiling. Should the company intend to change this process you will be notified in advance.

4. DATA ACCESS RESTRICTION AND RETENTION

The Company will retain your personal data along with our applicant / worker / employee data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

4.1 WHERE SERVICES HAVE NOT BEEN PROVIDED TO THE CANDIDATE

If we have not provided our applicant with services, or not had valuable contact with for two consecutive years, your personal data will be deleted from our systems unless where we believe in good faith that the law or other regulation requires us to preserve it.

4.2 WHERE SERVICES HAVE BEEN PROVIDED TO THE CANDIDATE

Your personal details may be included in several documents created during the course of our contract with the individual for which you are an appointment Next of Kin contact. To comply

with legal requirements e.g. HMRC, UK Visas and Immigration, The Conduct of Employment Agencies and Employment Business Regulations 2003, Agency Workers Regulation, HSE and tax legislation, your data will be kept by The Company for 7 tax years from the last date on which services were provided to the individual for which you are appointed Next of Kin contact.

After expiry of that period your data will no longer be kept by Driving Force.

5. SECURITY PRECAUTIONS IN PLACE TO PROTECT THE LOSS, MISUSE OR ALTERATION OF YOUR INFORMATION

We are committed to taking all reasonable and appropriate steps to protect the personal information that we hold from misuse, loss, or unauthorised access. We do this by having in place a range of appropriate technical and organisational measures, e.g.:

- a) encryption of our services and data;
- b) review our information collection, storage and processing practices, including physical security measures;
- c) restrict access to personal access to personal information;
- d) internal policies setting out our data security approach and training for employees, these include measures to deal with any suspected data breach.

6. YOUR RIGHTS

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

- a) The right to be informed about the personal data the Company processes on you;
- b) The right of access to the personal data the Company processes on you;
- c) The right to rectification of your personal data;
- d) The right to erasure of your personal data in certain circumstances;
- e) The right to restrict processing of your personal data;
- f) The right to data portability in certain circumstances;
- g) The right to object to the processing of your personal data that was based on a public or legitimate interest;
- h) The right not to be subjected to automated decision making and profiling; and
- i) 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 completing on-line request ([click here](#)) or emailing Data Protection Officer dpo@driving-force.co.uk

7. COMPLAINTS OR QUERIES

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Data Protection Officer by emailing dpo@driving-force.co.uk

You also have the right to raise concerns with Information Commissioner's 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 been adhered to.