

GDPR Privacy Statement

Backline Logistics Support Services LTD is an Employment Business and Training Provider which places temporary workers and temporary employees on temporary assignments across a range of different clients and delivers industry-related training.

In order to place you as a temporary worker or temporary employee on an assignment, to provide you with training and to maintain accurate and required records, we need to collect and hold your personal data.

Backline Logistics Support Services LTD understands that protecting the confidentiality and integrity of your Personal Data is a critical responsibility and we always take it very seriously.

This Privacy Statement sets out how we collect and handle your personal data, in a way that adheres to the principles of processing personal data, set out in the General Data Protection Regulations (2018).

Collecting your personal data

How?

The majority of the Personal Data we collect from you is during direct interactions with you such as our registration process or when you submit an enquiry. This will require you to complete an application form at one of our branches or one of our online forms, to provide us with your necessary Personal Data.

We may also obtain Personal Data from external sources such as:

- National Job boards e.g. Reed/Indeed
- Cookies (*When you interact with our website, we may automatically collect data about your browsing actions and patterns*)
- Social media sites

What?

The Personal Data we may collect include your:

- | | |
|-----------------------------------|--|
| • Name | • Eligibility to Work Information |
| • Address | • Employment History |
| • Contact telephone | • Professional Qualifications and Licences |
| • Email address | • Ethnic Origin |
| • Biometric Data | • Criminal Records |
| • Date of Birth | • Job Preferences |
| • Medical Information and History | • Marketing Preferences |
| • National Insurance Number | • Training requirements |
| • Bank Details | |

Why?

Backline Logistics Support Services LTD can collect your personal data on the legal basis is that it is required for the purposes of pursuing a legitimate interest. This legitimate interest being finding you suitable assignments in line with the contract in place between us or in order to provide you with the training that you have requested. It is also used to satisfy requirements with regards to record keeping.

We will only use your Personal Data when the law allows us and will take measures to prevent any unauthorised use of your data.

Backline Logistics Support Services LTD may also rely on consent as the legal basis to process your Personal Data, this may be to offer you more work in the future, via direct contact with you by email, text or call if you

have stopped working for us. In this circumstance, you are able to withdraw your consent to this processing of your Personal Data at any time.

If you wish to withdraw your consent at any time, please contact us on dataprotection@swsgroup.co.uk.

Processing your Personal Data

Your Personal Data is stored locally on our secure database and is only accessible by authorised employees of Backline Logistics Support Services LTD. Employees will use this data to find you suitable work and then to process your timesheets, payroll, and to invoice Clients. For training, authorised employees will hold your information for the purposes of contacting you in relation to the training you have booked, recording your attendance with the relevant governing body or government organisation and contacting you in respect of any relevant future training.

Your Personal Data (only what is necessary) will be passed onto our Clients, initially in order to find you work and then to enable you to continue working. It may also be passed onto other third parties such as accountants, auditors, IT systems and other professional advisors.

We may also have to disclose your Personal Data to authorities or professionals for legal reasons or in the case of a dispute.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will not transfer your Personal Data outside the European Economic Area (EEA).

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Holding your Personal Data

Your Personal Data will be retained for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your Rights

You have the following rights concerning your Personal Data:

Subject Access Request

You have the right to request access to your data at any time. If you request access to your personal data, this will be provided to you within one month.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances

Rights to object to processing

Where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms you have the right to do so.

Right to Rectification

You have the right to request the rectification of any data you believe we hold for you which is incorrect. Following receipt of such request, we will immediately rectify any errors found.

Right to Erasure

You can request that we remove your personal data at any time. Following receipt of an erasure request, we will remove your data with a 24-hour period.

Right to request restriction of processing

This enables you to ask us to suspend the processing of your personal data in the following scenarios:

if you want us to establish the data's accuracy;

where our use of the data is unlawful, but you do not want us to erase it;

where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or

you have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it

If you wish to exercise any of these rights, please contact us on dataprotection@swsgroup.co.uk.

Contact

Backline Logistics Support Services LTD is the data controller, and is based at Unit 1, Topaz, Topaz Way, Bromsgrove B1 0GD.

If you have any questions, or issued about this privacy statement, or how and why we process personal data, please contact us at:

Data Protection Officer

Unit 1, Topaz, Topaz Way, Bromsgrove, Worcestershire, B61 0GD

Email: dataprotection@swsgroup.co.uk

Telephone: 0120 504 3130

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).

This Privacy Statement

This statement is reviewed annually or sooner if required. It was last updated on 05/01/2018