

# Oaklin Information Notice for Associates

## **Data controller: Oaklin Limited**

The organisation collects and processes personal data relating to its Associates to manage the commercial relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **What information does the organisation collect?**

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you.

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; the Associate Agreement; from correspondence with you; or through interviews, meetings or other assessments. In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Data will be stored in a range of different IT systems (including the organisation's email system).

## **Why does the organisation process personal data?**

The organisation needs to process data to manage the commercial arrangement contract with you. Processing data allows the organisation to:

- maintain accurate and up-to-date records and contact details;
- make payments as per the Associate Agreement;
- ensure effective business administration.

## **Who has access to data?**

Your information may be shared internally, including with managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The organisation may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

Your data may be transferred to countries outside the European Economic Area (EEA). Data is transferred outside the EEA on the basis of Standard Contractual Clauses or other safeguards.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your commercial agreement. The following information will be held for 7 years after the engagement ceases.

- Invoice and timesheet details;
- Commercial agreements;
- Contact details

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Stephanie Meehan at [data@oaklin.com](mailto:data@oaklin.com).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner. If you have any questions about this privacy notice, please contact Stephanie Meehan via [data@oaklin.com](mailto:data@oaklin.com).

I, \_\_\_\_\_ (associate name), acknowledge that on \_\_\_\_\_ (date), I received a copy of Oaklin Limited's Information Notice for Associates and that I have read and understood it.

Signature

Name