



Privacy Policy

V4 – Reviewed 18th August 2023

GES UK Consultancy Ltd (Company Number 09442784): hereafter referred to as “the company”, is committed to protecting your personal information.

This Privacy Policy relates to our use of any personal information we collect from you via the following services:

- Staff lists
- Application forms
- Communication via e-mail
- Communication via mail
- Communication via telephone

It also relates to our use of any personal information you provide to us by phone, SMS, email, in letters, other recognised methods of correspondence and in person.

In order to process our due diligence check, we will need to collect and use information about you or your staff.

This Privacy Policy explains the following:

- What information the company may collect about you;
- How we will use information we collect about you;
- When we may use your details to contact you;
- Whether we will disclose your details to anyone else;
- Your choices regarding the personal information you provide to us;

The company is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information (including the Data Protection Act 2018, the General Data Protection Regulation, the Data Protection Bill – (these laws are referred to collectively in this Privacy Policy as the “data protection laws”).

If you have any concerns about the information we have requested, or its use, please get in touch straight away.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

DATA PROTECTION AND PRIVACY

We do ask people for their personal details for the following reasons:

- SIA Bulk Licence checking
- Collation and dissemination of hours worked
- DBS checking
- Submission of staff lists to the Police for PNC checking
- Submission of staff lists to the local authority for checking

Personal information collected for these reasons and the registration process is controlled by GES UK Consultancy Ltd (the data controller). This data is only held for the specified purpose made clear at the time of collection. Your data will only ever be shared with a third party for explicit, necessary processing purposes; identified above.

All Data Processors will act only on instructions from the company.

Please note that sometimes we will require you to provide additional personal information, and sometimes sensitive personal information. When we do this, we will provide further details about why we are collecting your information and how we will use it.

We comply with all relevant data protection laws in all our dealings with your personal data, and we will ensure that our Data Processors do the same.

The Company will use your personal information for a number of purposes including the following:

- To contact you with information about your availability to work.
- To contact you about a submission you have made, including any emails, CVs or applications forwarded to us.
- To deal with your requests and enquiries.
- To notify you of any changes to company policies and practices.

Where the Company proposes using your personal information for any other use, we will ensure that we notify you first. When we do this, we will provide further information about why we are using your information and how we will use it and obtain your consent in advance where needed.

DATA RETENTION

We will hold your personal information on our systems for as long as is necessary for the relevant activity.



Alan Fiddes

Director