

ITS Group GDPR Privacy Notice

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Last Modified By: Lianne Saunders

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PRIVACY NOTICE

Company Name:	ITS (Asbestos) Ltd (Company Reg.No.04615799) ITS (Aylesbury) Ltd (Company Reg. No 02117129) ITS (Bristol) Ltd (Company Reg. No 04056876) ITS (Cheltenham) Ltd (Company Reg. No 09413156) ITS (Construction Professionals) Ltd (Company Reg. No 02583974) ITS (Construction Professionals South) Ltd (Company Reg. No 05478422) ITS (Cymru) Ltd (Company Reg. No 04982885) ITS (Exeter) Ltd (Company Reg. No 04615797) ITS (Financial Services) Limited (Company Reg. No 09198917) ITS (Guildford) Ltd (Company Reg. No 02337065) ITS (Holdings) Ltd (Company Reg. No 03284917) ITS (Midlands) Ltd (Company Reg. No 08589649) ITS (National) Ltd (Company Reg. No 08589506) ITS (Plymouth) Ltd (Company Reg. No 05249319) ITS (Property Maintenance) Ltd ITS (Southampton) Ltd (Company Reg. No 03947266) ITS (Sussex) Ltd (Company Reg. No 03269432 ITS (Technical Recruitment) Ltd (Company Reg. No 06129404) ITS (West London) Ltd (Company Reg. No 08022573) ITS (Wiltshire) Ltd (Company Reg. No 04615795) ITS Framework CIC (Company Reg. No 16889023) Serrate Limited (Company Reg. No 01152062) together ('the **Company**').
Company Contact details:	Graham Coker (enquiries@itsconstruction.co.uk).
Topic:	Data protection

Version	Date	Author	Comments
2	18/10/2019	Lianne Saunders	No previous version history
3	30/04/2021	Lianne Saunders	Versioning history added
4	11/05/2021	Lianne Saunders	Branches updated
5	23/07/2021	Lianne Saunders	Branches updated
6	08/12/2022	Lianne Saunders	Branches updated
7	02/03/2023	Lianne Saunders	Branches updated
8	06/06/2024	Lianne Saunders	Branches updated
9	04/07/2024	Lianne Saunders	Branches updated
10	13/01/2025	Lianne Saunders	Branches updated & logo removed
11	01/08/2025	Lianne Saunders	Branches updated
12	16/03/2026	Lianne Saunders	Branches updated
13	17/04/2026	Lianne Saunders	Branches updated
14	10/11/2026	Lianne Saunders	Branches updated & clause added for USA section 2

The Company ('we', 'us', 'our') is a recruitment business which provides work-finding services to its clients and candidates ('you'). The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website or over the phone, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. **COLLECTION AND USE OF PERSONAL DATA**

a. **Purpose of processing and legal basis**

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

We will then store pertinent details of our relationship which could include elements such as records of interviews, opportunities we have put you

forward for, information you have provided to us such as a CV/resume and copies of correspondence.
We may store further information where we have placed you or you are employed by us which could include start and end dates, pay history, umbrella company details and bank details.
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 that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent;
- Where we have a legitimate interest;
- To comply with a legal obligation that we have; and
- To fulfil a contractual obligation that we have with you.

a. **Legitimate interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping candidate and client records up to date;
- Contacting candidates to seek your consent where we need it;
- Providing work-finding services to candidates, including sending information to our clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to us passing on your CV;
- Contacting candidates where personal data (e.g. CV) has been made available on third party websites, job boards etc; and
- Contacting candidates with information about similar products or services that you have used from us recently.

a. **Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following third parties. The following third-party service providers process personal information about you for the following purposes:

- Clients that we introduce or supply individuals to (for examples e.g. construction, engineering);
- Candidates' former or prospective new employers that we obtain from or provide references to;
- Trade bodies we are or become a member of;
- Any other third parties who carry out audits to ensure that we run we our business correctly;
- Payroll service providers who manage payroll services on our behalf;
- Any umbrella companies that candidates use;
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier supplier);
- Your insurers;
- Your legal advisers;
- Social networks;
- Our IT and CRM providers;
- Any public information sources and third party organisations that we may use to carry out suitability checks on candidates e.g. Companies House, the Disclosure and Barring Service (DBS)), DVLA, credit reference agencies;
- Police, Government,law enforcement agencies and other regulators e.g Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI), Local Authority Designated Officers (LADOs), GLAA;
- Trade unions;
- Any of ITS' group companies and affiliates; and
- Any other organisations you request we share your data with.

a. **Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are that we may be unable to introduce or supply a candidate to a client.

1. **OVERSEAS TRANSFERS**

The Company will not transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services.

For the USA mobile information will not be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

1. **DATA RETENTION**

The Company will retain your personal data only for as long as is necessary for the purpose we collect it and in accordance with applicable laws. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

1. **YOUR RIGHTS**

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Many of the rights listed above are limited to certain defined circumstances and we may not always be able to comply with your request. We will tell you if this is the case.

Where you have consented to the Company processing your personal data and, if applicable, sensitive personal data you have the right to withdraw that consent at any time by contacting **Graham Coker (enquiries@itsconstruction.co.uk).**

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

If you choose to make a request to us to exercise any of these rights, we will aim to respond to you as soon as we reasonably can but no later than one month. We will not charge a fee for dealing with any reasonable request.

1. **AUTOMATED DECISION MAKING**

You will not be subject to decisions based on automated decision-making.

1. **COMPLAINTS OR QUERIES**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: **Graham Coker (enquiries@itsconstruction.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.

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