

## **DATA PROTECTION ACT 1998**

SHR (Sue Hill Recruitment) /TFPL Recruitment ("We") are committed to protecting and respecting your privacy.

This policy and any other documents referred to on it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Progility Ltd and Sue Hill/TFPL Recruitment.

SHR/TFPL Recruitment may use information you submit to assess your suitability for employment, including taking up references, for personnel administration, and management purposes, for training, to perform appropriate compliance and qualification checks and to monitor recruitment statistics.

I understand and agree that for as long as reasonably necessary for the purposes of providing me with temporary work and or employment opportunities and or for other lawful purposes related SHR/TFPL Recruitment's recruitment services both in paper led and on SHR/TFPL Recruitment's computer system, SHR/TFPL Recruitment may obtain, keep, use, produce and disclose records containing personal data about me to third party sources mentioned in this form. SHR/TFPL Recruitment will request references from my work and or personal referees and in certain circumstances, with my additional written consent, will obtain a credit reference from a credit reference agency and or a Disclosure from the Disclosure Agency Services. I understand and agree that unless I have expressly instructed otherwise SHR/TFPL Recruitment may transfer my personal data and information contained in this form and any other documents provided by me to group companies, clients and prospective employers to asses' suitability for particular roles. I understand that SHR/TFPL Recruitment may share my personal information with any of their member group, which means their subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

SHR/TFPL Recruitment may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.
- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If SHR/TFPL Recruitment substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our agreement with you and other agreements we have entered in to with you regarding recruitment; or to protect the rights, property, or safety of SHR/TFPL Recruitment, our customers, or others. This includes

exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

- The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- **Access to information**
- The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.
- **Changes to our privacy policy**
- Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.
- **Contact**
- Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [Hanna.Merzouk@progility.com](mailto:Hanna.Merzouk@progility.com).

### **Declaration**

I confirm that the information on this form is correct, even if submitted electronically without signature. I understand that false or misleading information may lead to an offer being withdrawn. I understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner. I also confirm that I am happy for information disclosed to be shared with the Group companies.

I have read and agree to the SHR/TFPL Recruitment Data Protection Policy.

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Signed: .....

Date: .....

### **NOTE:**

- A full list of Progility Ltd Group can be obtained by emailing [Hanna.Merzouk@progility.com](mailto:Hanna.Merzouk@progility.com).
- Personal data consisting of information about the *data subject's* racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition, sexual life, or commission of or proceedings for any offence committed or alleged to have been committed by the data subject.