



GDPR Privacy Policy

This privacy statement will set out how Pendulum Contracting Services Limited ("Pendulum") collects, handles, stores and shares your personal data and what provisions we have in place to protect your information.

We acknowledge that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws. With effect from 25 May 2018, this will be known as General Data Protection Regulations ("GDPR").

Information we may collect

The information about you we may collect, hold and process is set out below:

Part 1 – Information collected and processed for confirming your job role as specified by your agency is as follows, but not limited to:

- Title
- Your Name
- Your Address
- Your Email Address
- Your Telephone Numbers
- Any other work related information you provide, for example education or training certificates.

Part 2- Information required to process weekly payroll. In respect of individuals that have worked for us in the past / start working for us:

- Passport
- Permits & Visas
- Date of Birth
- National Insurance Number
- Bank Details – Sort Code and Account Number
- Job Title
- Nationality
- Financial Information (including but not limited to payroll details and terms, HMRC data, Pension Scheme details, court orders & statutory payments)
- A log of our communications with you by email and telephone
- Where Applicable – UTR Number, Company Registration Number, VAT Registration Number, Limited Company Name.
- This information will have been provided, or will be provided, by you or a third party who we work with, such as another employment business or agency. We may receive information from outside agencies including but not limited to HMRC, the courts, the Child Support Agency & the DWP.

How we use the information

The above information that we collect is used only in the manner of which is stated below. We will not use this information for any other purposes or in any other capacity.

The information outlined in Part 1 may be used as follows:

- To contact you to confirm details required to set you up for weekly payment.
- To keep you informed of the services offered.
- To send you your payslips weekly
- To contact you for any information required for continued payment.

The information outlined in Part 2 may be used as follows:

- To establish that you have the right to work.

- To put in place contractual arrangements and documentation.
- To pay you for work completed.

How we hold the information

All the personal data we have is securely stored on our database within the UK.

Disclosure of your information

Personal data shall not be transferred to a country or territory outside the EEA.

Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre-engagement checks for the role or for paying you.

We engage in Right to Work checks for all workers to ensure that they have The Right To Work in the UK prior to any payments being made. These checks maybe completed by your Agency and forwarded on to Pendulum.

What is the legal basis for processing the information?

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

Once you have been placed within a job role, and we have relevant information we are required to process your personal data. This includes financial information for the purposes of your weekly payment from Pendulum.

We are also legally obliged to share information only as necessary to perform services or adhere to legal requests – such as HMRC and other regulatory bodies where required.

We will continue to process your personal information in the above-mentioned ways, unless stated otherwise by yourselves in writing to GDPR@Pendulumcs.co.uk

Under GDPR we uphold your privacy and keep / process your data under the following legal basis –

Legitimate Interests:

It is reasonably expected for us to process your data to fulfil your weekly payroll needs. The processing of your data is necessary in order for the completion of our contractual agreement with you.

We ensure that your rights and interests are fully considered and protected.

Legal Obligation:

We have a legal obligation as an employment business to process your data in certain ways. HMRC require that we report tax and national insurance on our weekly RTI Submissions. We have a legal obligation to disclose salary to them.

We share data with HMRC and other third party companies – such as issuers of court orders and statutory deductions notices. We need to share information with these companies to ensure that legal obligations are adhered to.

Contract

We have a contractual agreement and obligation towards yourselves to process payments for work completed.

Processing is necessary for the performance of a contract to which the data subject is party – Article 6 (1)(b)

As under our contract we outline our obligations and part of that is processing your data weekly for payroll.

Your rights

You have the right at any time to ask for a copy of the information that we hold about you.

Your right to access personal information could be limited due to circumstances outside of Pendulum's control. This may be due to local law requirements.

Should you wish to exercise your rights as mentioned above – please contact us via email to GDPR@Pendulumcs.co.uk

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

Withdrawal of consent

We currently process your data under the previously mentioned legal basis – you can redact this information at any time on legitimate grounds by contacting GDPR@Pendulumcs.co.uk

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern by contacting us on GDPR@Pendulumcs.co.uk

Contact

Please address any questions, comments and requests regarding our data processing practices to GDPR@Pendulumcs.co.uk

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time.

