

Fair Processing Notice: Employment References

Introduction

At Officio UK Ltd, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you are one of our suppliers.

Our head office address is:
Pacific House Relay Point,
Wilnecote,
Tamworth,
Staffordshire,
B77 5PA

The person with responsibility for data protection is Liz Yorke and she can be contacted at mydata@askofficio.com

What personal data do we collect about you? How will we use that personal data?

When a new employee starts with Officio, we ask them to provide the contact details of two referees. We ask for the referee's name, job title, email address, employer's name and employer's address. Once returned to us, this information is stored in paper form in a locked cabinet managed by our HR team and electronically in our secure HR drive. When we receive the reference from you, it is stored electronically and physically within our employee's HR file. Your data will remain in our HR team's emails, so a copy is likely to be stored with our email provider.

We do not process any Special Category data.

What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. We process all of the data laid out above as we have a legitimate interest in doing so, therefore our legal basis is "Legitimate Interest".

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We do not share your personal data with any third party.

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

How long do we keep your personal data for?

We will hold your data for two years from the day our new employee (the person you provided he reference for) starts. After this time the paper copies will be shredded and the electronic records deleted.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

- the right to request from us access to your personal data;
- the right to request from us rectification of your personal data;
- the right to request from us erasure of your personal data;
- the right to request from us restriction of processing your personal data;
- the right to object to our processing of your personal data;
- the right of data portability;
- if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
- You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.