

Temporary Worker and Employee Privacy Policy

This policy outlines Company practices regarding the collection, processing and use of Employee Personal Data. The Policy applies to temporary and employee personal data processed and stored in our systems. The Company collects and processes Employee Personal Data fairly, transparently, in good faith and in accordance with applicable laws.

Data protection

Flair retail ltd collects and processes personal data relating its temporary workers and its employees to manage the employment relationship. The organisation is committed to being transparent about how we collect and uses that data and to meeting data protection obligations.

Data will be stored in a range of different secured places, including in your personnel file, in the organisation's HR and payroll system and in other IT systems.

Why does the organisation process personal data?

The organisation needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer relevant benefits.

We also keep personnel records to ensure effective general HR and business administration and we always strive to maintain accurate and up to date employment records, so should any of your circumstances change, then please make us aware of those.

What data do we collect?

The Company may collect, use, store, and otherwise process certain Employee Personal Data, including, but not limited to:

name, contact information (including home address and phone numbers) date of birth, country of birth, social security or other governmental identification numbers, national insurance number, gender, education, citizenship and passport data, bank account information, visa/permits/citizenship, photographs, driver's license details and driving records, information related to references, family members and dependents and emergency contacts.

Why does the Mobile App require Location Services?

The app uses a method called "geolocation" in order to determine if you are within the required range of job location for checking in and out of your shift. With "geolocation", it sends a signal to the app to capture your current location whilst signing in and signing out

of your shift and accuracy is increased if you have Wi-Fi enabled . Flair store this data only for the purpose of confirming your work location to enable us to generate a Timesheet. Flair do not store any information regarding your movements.

Who has access to the data?

Your information may be shared internally, including with members of the recruitment team including payroll, your line manager, managers in the business area in which you work and IT staff, if, access to the data is necessary for performance of their roles.

How does the organisation protect data?

The organisation takes the security of your data seriously. We have internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the organisation engages third parties and auditors to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. During occasional promotional campaigns the company may share your address details so that work uniforms or products can be posted to you.

For how long does the organisation keep data?

The Company strives to keep Employee Personal Data accurate and up-to-date and to retain such data no longer than necessary for the purpose(s) for which it was obtained. If you need to make any changes to your Personal Data, please update the company accordingly.

Your rights

You have the right to request access and obtain a copy of your data and also to ask for changes to incorrect or incomplete data. You can request to delete or stop processing your data, for example where the data is no longer necessary; and object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our head office on 0203 115 1019 or email us on hr@flairltd.co.uk

Required information

Please note that certain information, such as contact details, your work history, right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide information, then this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.