



CORDANT GROUP

Processing Summary (All Staff)

To allow us to provide you with work under your contract with a company in the Cordant Group of companies, we have to process personal information about you. The ways in which we use your personal information are governed by the General Data Protection Directive and associated data privacy laws (or GDPR for short). When we talk about “processing” personal data, we mean the ways in which we use the personal data, and the reasons we use them.

We process a range of personal data about you, including (but not only) information like your name, address, date of birth, bank details, tax information, employment records and information about when, how and where you have worked for us or our clients, and information connected to your safety, health and wellbeing in connection with your work. Depending on your role or assignment, we might also need to process personal information about unspent convictions or other vetting information.

To allow us to continue to provide you with work, we may share your personal data with customers (e.g. for security reasons for customers whose premises you work at, or to manage your shifts) and their representatives (such as their auditors), and with others in our group of companies (e.g. to find you new assignments, or to process your pay).

We may also share your information with law enforcement and government bodies (e.g. the police, DWP, HMRC) in connection with their or our legal obligations and investigations (e.g. fraud, insurance, benefits, theft or other disputes). We share your information with third parties who need it so that we can continue to provide you with work (e.g. checking your legal entitlement to work, enrolling you into a pension scheme, providing you with benefits) or in connection with important matters such as health and safety, claims or potential legal disputes. We share your personal data if your employment transfers to another employer under the Transfer of Undertakings (Protection of Employment Regulations 2006 (as amended)).

We only keep your information for as long as is necessary, and sometimes we have to keep your information to a specific amount of time in order to comply with a legal duty, or in connection with potential legal claims. We generally process your information within the UK but sometimes we use a cloud provider who might provide storage or IT systems for us which are not located in the UK. These providers have legal obligations to keep your personal data safe.

This is only a summary of the processing we may undertake. We have a detailed processing notice which explains what personal data we use, how and when we use it, and who we share it with. You are allowed to see a copy of this at any time - just ask your line manager, go to our internal GDPR microsite by (<https://sites.google.com/cordantgroup.com/gdpr/GDPR>) or www.cordantgroup.com/gdpr or email thedpo@cordantgroup.com. You can also access the detailed processing notice by using this link: [Privacy Processing Notice \(Detailed\) \(All Staff\)](#).

You have certain rights in connection with your data (e.g. the right correct any information we hold which is inaccurate), and you can find out more about your rights by visiting www.ico.org.uk. If you wish to exercise any of your personal data rights, please email thedpo@cordantgroup.com.