



Privacy Policy - Temporary Workers

Dexters Recruitment Ltd

1. Scope of this Privacy Policy

This Privacy Policy applies to all personal data collected and processed about:

Temporary workers directly employed or engaged by Dexters Recruitment Ltd for client assignments

We may continue to process your data as a Candidate throughout and after your employment with us, in line with this policy.

2. What Personal Data We Collect

We may collect, use, and store the following categories of personal data, including but not limited to:

- Identification & Contact Information: Name, home address, email, telephone numbers, date and country of birth, gender, National Insurance number, government-issued identification (e.g. passport, ID card, driving license)
- Employment Information: Start date, contract details, job role, payroll records, remuneration, pension and benefit details, employment history, references, training, promotions, performance reviews
- Financial Data: Bank account information, tax information, salary, bonus and deductions
- Right to Work: Visa, residency, and work permit documentation
- Special Category Data (where applicable): health/disability information (when relevant to obligations or benefits), and equal opportunities data
- Emergency Contacts & Dependents: Name and relationship of next of kin and dependents

3. How We Collect Your Personal Data

We obtain your personal data from:

- Directly from you via registration forms, onboarding documents, email communication, or meetings with HR or recruitment staff
- Your previous employers and reference contacts
- Pension providers, and tax authorities
- Our internal systems (e.g., payroll, HR software)

4. Why We Process Your Personal Data

We process your personal data to:

- Enter into and manage your employment or engagement contract
- Pay you and administer benefits
- Track attendance, performance, and conduct
- Fulfil our legal obligations (e.g. HMRC reporting, right to work checks)
- Maintain accurate personnel records
- Provide references to future employers (where lawful)
- Ensure workplace safety and fulfil our duty of care
- Defend legal claims and maintain compliance

5. Legal Bases for Processing Your Data

We rely on several lawful grounds, depending on the purpose:

- Contractual Necessity: To fulfil employment contracts (e.g. processing payroll)
- Legal Obligation: Compliance with laws (e.g. right to work, tax reporting)
- Legitimate Interest: Efficient business operations
- Consent: Where required
- Employment & HMRC Law

6. Who Has Access to Your Data

Your data may be accessed or shared with:

- Dexters Recruitment Ltd internal staff: Recruitment, HR, payroll, IT, management
- Clients you are assigned to (for job placement purposes)
- External service providers: IT support, auditors, legal advisors
- Government or regulatory bodies (e.g., HMRC, tax authorities)
- Medical professionals or occupational health specialists (as appropriate)

7. How We Protect Your Data

We use appropriate technical and organisational security measures to safeguard your personal data.

- Restricted access to HR and payroll systems
- Encrypted storage and secure servers
- Staff training on data protection
- Contracts with third parties ensuring confidentiality and compliance

8. How Long We Retain Your Data

We retain personal data only for as long as necessary and in line with our data retention policies.

- If no meaningful contact within 3 years, data is securely deleted unless legally required
- "Meaningful contact" includes job applications, updates, or communication
- Retention may extend if required for legal or tax reasons

9. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion of data
- Object to or restrict processing
- Data portability (where applicable)

Contact

If you have questions about this Privacy Policy or your personal data or to exercise your rights:

Email: ryan@dextersgy.co.uk,
lisa@dextersgy.co.uk

Phone: 01493 718 696

Postal Address: Dexters Recruitment Ltd
43 North Quay
Great Yarmouth
NR30 1JE