

Consultant Privacy Notice



Posturite Freelance Consultants Privacy Notice

This privacy notice lets you know how we collect, process and store personal data about you as a freelance consultant working on behalf of Posturite. Your personal information will be processed appropriately and lawfully in line with the General Data Protection Regulations (GDPR) 2018.

Processing for the purpose of this Privacy Notice includes collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

Why is this information collected?

To enable you to work with us as a freelance consultant, we need to collect and process certain personal information about you. We only process information necessary for the purposes of the contract we have with you or as required by law or regulatory requirements.

What information is collected and processed?

We may collect a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Documentation confirming your insurance in line with contractual requirements.
- Details of the services you are contracted to supply to us and any agreed rates.
- Copies of invoices provided by you and bank details for payments of these invoices.
- Information regarding your entitlement to work in the UK.
- Special category personal data (e.g. disability information). This enables us to make reasonable adjustments if required.

We collect this information in a variety of ways including your CV, example reports, email correspondence, passport, certificates, or other identity documents.

We may also collect information about you from third parties. This includes confirmation of qualifications.

A full list of the information collected can be found in Schedule 1 of this Privacy Notice.

Who is this information shared with?

This information will be shared internally with those involved in the consultant process. The information shared is limited to what is required by each individual to perform their role.

Your information may be shared internally at Posturite with the following people:

- Employees who coordinate and book you in for the services you provide on our behalf.
- HR, which has responsibility for certain HR processes (for example recruitment, contracts).
- IT, which manages user access, data protection and security for premises.

- Auditors in relation to specific audits/investigations.

We may share information with third parties. This may include:

- Academic institutions to validate information provided.
- Clients who may require verification of your qualifications and experience.

Where is this information stored?

Your information is stored in a range of different systems including databases and emails within our IT systems.

How is this information protected?

Our systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with our management information systems.

How can you access, amend or take back the information you have given to us?

You have rights in relation to how we process your information, these are detailed below:

Right to object: If we are processing your personal information and you do not agree with us doing so, you have the right to object. We will review the reasons for processing your information and determine whether it is appropriate to remove considering legal and business requirements. This will be confirmed within 30 days of receiving your written request.

Right to withdraw consent: Where we have requested your consent to process your information, you have the right to withdraw this at any time.

Right to Erasure: You have the right to request we erase your personal information. We will review the reasons for processing your information and determine whether it is appropriate to erase considering legal and business requirements. This will be confirmed within 30 days of receiving your written request.

Subject Access Requests (SAR): You have the right to request what information we hold about you at any time and you may request we modify, delete or update this information. If you would like to request further information relating to this, please contact our data protection officer by email at dpo@posturite.co.uk or via telephone on 0345 345 0010, they will deal with any SAR request within 30 days.

Right of Data Portability: You have the right to transfer data from us to another data controller. We will do this by directly transferring the data for you or providing you with a copy in a commonly used machine-readable format.

Complaint: A complaint can be raised to the Information Commissioners Office if you believe that the company have not complied with the GDPR requirements.

Retention Periods for Personal Information

We will regularly review the data held on consultants and carefully consider the length of time it needs to be kept. Standard retention periods for different categories of data have been created and are available by contacting HumanResources@posturite.co.uk . When data is no longer needed it will be securely deleted.

If you stop working with us as a consultant we will delete certain categories of personal data that are no longer necessary for us to keep. All other data will be kept for up to 6 years for lawful and necessary reasons in line with the GDPR requirements.

Updates to this Privacy Notice

We may amend this privacy notice from time to time. Please contact the HR department for the most up-to-date version.

Contact Details

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact our Data Protection officer by telephone on 0345 345 0010 or via email at dpo@posturite.co.uk .

Schedule 1 – Personal Data Collected and Processed for Consultants

Below is a list of the personal data we process on you. Data is only collected and processed where necessary so not all of these categories will apply to everyone.

- Full Name
- Address
- Home tel
- Mobile tel
- Email
- Disability information
- Education and skills
- Employment history
- Example reports
- Invoices
- Bank details
- Passport
- Birth certificate
- Visa/work permit where required

- CV
- Consultancy contract
- Details and copies of required insurance