

Data Subject = Employee/Worker/Contractor

Personal Data we are likely to hold:

- Name, DOB, NI number, address, telephone numbers, email address, next of kin
- Banking details
- Right to work and identity documents such as copy passports, visa, etc
- Qualification documents such as DBS checks, academic certificates, driving licence
- Payroll details such as amounts paid, tax and NI, pension and student loan deductions
- Telephone conversations and notes made from those

Where you have been paid through RACS we must hold some of this personal data for three full tax years following the end of the last tax year in which you were paid to comply with HMRC requirements and six full tax years to comply with pension record keeping requirements.

From 25th May 2018 onwards we will follow the data retention rules set out below:

- A) If we receive personal data from a third party to whom the Data Subject provided it (e.g. a recruitment agency) but we have not processed a placement or payments for the Data Subject and the Data Subject has not accepted our privacy notice, we will retain this personal data for a period of one month, at the end of which period it will be automatically deleted from our systems.
- B) If a Data Subject has personally provided us with their data, but they have not accepted our privacy notice and we have not processed a placement or payment for them, we will retain their personal data for a period of six months, at the end of which period it will automatically be deleted from our systems. Data Subjects can request deletion of all of their data at an earlier stage.
- C) If a Data Subject has provided us with their personal data and have accepted our privacy notice, but we have not processed a placement or payment(s) for the Data Subject, we will retain their personal data for a period of 12 months, at the end of which period it will be automatically deleted from our systems. Data Subjects can request deletion of all of their data at an earlier stage.
- D) If we have processed a placement or payment(s) for a Data Subject we will retain their personal data for a period of six complete tax years following the end of the tax year in which the last payment was made, at the end of this period it will be automatically deleted from our systems.
- E) All recorded telephone conversations will be held irrespective of the placement and processing of a payment and then automatically deleted after 2 years.

Data Subjects can request the earlier removal of their data by sending an email to:
dataremoval@racsgroup.com

Data Subjects can request the correction of any of their data by sending an email to:
datacorrection@racsgroup.com

Data Subjects can request a copy of their data by sending an email to:
dataaccess@racsgroup.com

Any questions or queries about our data policy or processing should be sent by email to:
datacontroller@racsgroup.com