



General

This privacy policy applies to all personal information processing activities carried out by me in relation to your engagement with me and the conduct of payroll if applicable. This policy sets out what personal data I collect, how I process it or use it in accordance with the General Data Protection Regulations (“GDPR”).

I do not collect, use or process personal data without an appropriate legal basis. In your case I am permitted to process data pursuant to our engagement letter or contract for services. In some instances I will also additionally ask you to give your express consent (which may also be given electronically) to process certain categories of data such as sensitive personal data. If you give express consent then that consent may be revoked by you at any time with effect for future use.

This notice does not form part of your engagement letter or contract for services and may be updated at any time. If it is updated I will inform you.

“Personal data and personal information” means any information relating to you as an identified or identifiable natural person (“Data Subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an online identifier or to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity.

Information I may collect, store and use about you

I maintain certain personal information about you, your business as part of our contractor records. Our records may include (subject but not limited to):

- address and contact details
- gender
- date of birth
- marital status
- areas of expertise
- details of salary and benefits
- bank details
- references
- working time records
- records relating to holiday and other leave
- other management records.

How do I collect this information?

I may have become aware of this information in a number of ways - directly from you at the commencement of your engagement or during the working relationship, publicly available sources, from third parties and otherwise over time - I will receive and/or retain it in various formats (in writing, electronically, verbally or otherwise).

Why do I process this information?

I collect and process personal data for a variety of reasons, such as:

- (i) Contractual necessity – your Personal Data will be processed where it is necessary for the performance of your engagement letter or contract for services and complying with our mutual obligations;
- (ii) Legal Obligation – I am required by law to collect and process certain personal information;
- (iii) Legitimate interests – I may collect and process your personal data where it is in our legitimate interests to do so and without prejudicing your interests or fundamental rights or freedoms.

I use this information for a variety of personnel administration, work and general business management purposes. For example:

- To administer payroll,
- To comply with record keeping and other obligations as prescribed by law.

Special Category data

I may also collect and process other certain special categories of data pursuant to your engagement letter or contract for services.

The categories of sensitive personal data may include matters such as:

- (i) Basic information about racial or ethnic origin and religious or philosophical belief;
- (ii) Information related to health or medical conditions (physical or psychological);

Where do I store and how do I ensure your data is safe?

I store your personal information in a variety of ways for example:

- In a database [Easy Pay, laptop drives and back-up drives]
- Electronically with restricted access
- In paper format securely kept with limited access

I have security measures in place, which will ensure the confidentiality of the information contained. These measures will be reviewed over time and upgraded in line with technological developments and legal requirements.

How long do I record your data for?

I retain your information only for as long as is necessary for the purposes for which I process the information as set out in this policy. Records can be held on a variety of media (physical or electronic) and formats.

Retention periods are determined based on the type of record, the nature of the record and activity and the legal or regulatory requirements that apply to those records.

However, I may retain your personal data for a longer period of time where such retention is necessary for compliance with a legal obligation to which I am subject, or in order to protect your vital interests or the vital interests of another natural person or where I have a legitimate interest to do so for example, to manage your pension, tax and social security obligations etc. Generally speaking, I will keep your data for a period of 1 year from the date of termination of your engagement with me. There will be occasions where I may have a legal basis to keep data for longer like, for example, to manage your pension, tax and social security obligations etc.

My obligations to keep your data accurate and up to date

From time to time, I will ask you to review and update the personal information I hold about you (although you are required to inform us of any changes to your personal circumstances for example update to address and or contact information).

Disclosure and transfer of Personal Data

In certain cases, I may disclose to third parties information about you if I believe disclosure is in accordance with, or required by, any contractual relationship with you, applicable law, regulation or legal process. Your personal data may be processed by me and/or agents, consultants or suppliers, as well as any other third-party service providers who are performing certain services on my behalf for the purposes specified above (for example, experts) or on your specific instructions.

I will disclose information about you to public authorities to the extent I am obliged to do so according to the law including the Employment, Income Tax and Social Security department.

When your personal data is transferred to third parties it is secure in that these third parties are required to take appropriate security measures to protect that personal information. Further these third parties are not permitted to use your personal information for their own purposes, and rather can only process in accordance with our instructions.

Your Rights

The right to confirmation and access

You have the right to ask me to confirm to you whether or not I collect, process or store your personal information. You have the right to be informed about:

- the purpose of the processing I do;
- the categories of personal information I hold;
- the envisaged period for which it will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request from me rectification or erasure of personal information, or restriction of processing of personal information or to object to such processing;
- the existence of the right to lodge a complaint with a supervisory authority;
- where the personal information is not collected from you, any available information as to its source;
- whether your personal information is transferred to a third country and if so of the appropriate safeguards in place relating to the transfer.

There may be instances when access to such information may be restricted and /or prohibited by law. For example (subject but not limited to):

- information in connection with investigations on criminal conduct, money laundering or financing of terrorism.
- My business and procedures including internal assessments and reviews.

The right to rectification

You have the right to have any inaccurate personal information about you rectified and to have any incomplete personal information about you completed. You may also request that I restrict the processing of that information.

The right to erasure

You have the general right to request the erasure of your personal information in the following circumstances:

- (i) the personal information is no longer necessary for the purpose for which it was collected;
- (ii) you withdraw your consent to consent based processing and no other legal justification for processing applies;
- (iii) you object to processing for direct marketing purposes;
- (iv) I unlawfully processed your personal information; and
- (v) erasure is required to comply with a legal obligation that applies to us.

I will proceed to comply with an erasure request without delay unless continued retention is necessary for:

- (i) Exercising the right of freedom of expression and information;
- (ii) Complying with a legal obligation under EU or other applicable law;
- (iii) The performance of a task carried out in the public interest;
- (iv) Archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes, under certain circumstances; and/or
- (v) The establishment, exercise, or defence of legal claims.

The right to restrict processing

You have the right to restrict the processing of your personal information under certain circumstances:

- you contest the accuracy of the personal information;
- where processing is unlawful you may request, instead of requesting erasure, that I restrict the use of the unlawfully processed personal information;
- I no longer need to process your personal information but need it for the establishment, exercise, or defence of legal claims.

The right to object to processing

You have the right to object to processing of your personal information under certain circumstances.

The right to data portability

Where the legal basis for my processing is your consent or is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract, you have a right to receive the personal information you provided to us in a portable format.

The right to complain to a supervisory authority

If you consider that my processing of your personal information has infringed data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.

The right to withdraw consent

Where the legal basis for processing your personal information is your consent, you have the right to withdraw that consent at any time.

Contact and further information

If you would like a copy of the personal records, I hold about you or if you have any questions regarding this policy or generally about the way I handle your personal information, write in to me at:

Marcin Bulera
Brympton
Gibraltar, GX11 1AA

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