



Privacy Policy

1. Scope

All people whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to AUXILIUM SERVICES LIMITED collecting/processing their personal data.

3. Privacy notice

3.1 Who are we?

AUXILIUM SERVICES LIMITED offers a range of integrated services built around Security.

3.2 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.
- Right to object – you have the right to object to certain types of processing such as direct marketing.



- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

3.3 Privacy statement

Personal data

Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to 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 identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

The personal data we collect will be used for:

Employment law and practice including:

- Recruitment, vetting and screening
- Pay, tax and pension
- Health and safety
- TUPE
- Rostering
- Training
- Next of kin
- Insurance claims handling

Client service

To carry our obligations arising from any client service contracts

Our legal basis for processing for the personal data:

- Personal data: contractual performance, legitimate interest, legal obligation, consent (marketing only)
- Special category data: Employer rights and obligations, legal claims



- Criminal convictions: as authorized by Data Protections Acts, UK

The legitimate interests we pursue are to fulfil our legitimate purpose of running a commercial enterprise safely and profitably but only where our interests do not outweigh the rights and freedoms of data subjects. We rely on legitimate interests as a basis for processing personal data as follows:

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Next of kin
- Medical reports
- Documents to assess identity verification

The special categories of personal data concerned are:

- Health data
- Racial and ethnic origin
- Religion (as required by Northern Ireland legislation)
- Trade union membership

How we use your information

This privacy notice tells you how we AUXILIUM SERVICES LIMITED, will collect and use your personal data for Information contained in your CV or job application such as your name, address, private and corporate e-mail address and phone number;

- Information contained in any documents that you send to any of us for identity verification purposes such as your passport or driving license;
- Financial information, compliance documentation and references verifying your qualifications and experience and your right to work in the United Kingdom
- Information that you provide about yourself when entering into a contract with us such as bank account details, NI number, next of kin details, medical and health questionnaires or assessments.
- Information contained in insurance claim forms
- Invoicing and billing



- CCTV imagery (incident details, names, address during client contract services)

Why does AUXILIUM SERVICES LIMITED need to collect and store personal data?

For us to fulfill our obligations as an employer provide employment and to provide our service to clients, we need to collect personal data for the above-mentioned purposes. We are committed to ensuring that the information we collect, and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes AUXILIUM SERVICES LIMITED will contact you for consent. Will AUXILIUM SERVICES LIMITED share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to AUXILIUM SERVICES LIMITED in the course of

dealing with you. Any third parties that we may share your data with are obliged to keep your details securely,

and to use them only to fulfil the service they provide you on our behalf.

Third parties that we may use on your behalf include:

- Issuing pay slips and postal service
- Banking
- Pension and health insurance
- Insurance companies for both insuring of staff and claims handling
- Legal firms and consultants for employment related matters
- Third parties to enable the completion of pre-engagement screening checks.

If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will AUXILIUM SERVICES LIMITED use the personal data it collects about me?

AUXILIUM SERVICES LIMITED will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. AUXILIUM SERVICES LIMITED is required to retain information in accordance with the law, such as information needed for income tax and audit purposes.



How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

3.4 Retention periods

To continue to address the legitimate purpose for which the data was originally collected the retention period for insurance and employment purposes is 5 years.

Under what circumstances will AUXILIUM SERVICES LIMITED contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimize the risk of unauthorized access or disclosure.

Can I find out the personal data that the organization holds about me?

AUXILIUM SERVICES LIMITED at your request, can confirm what information we hold about you and how it is processed. If AUXILIUM SERVICES LIMITED does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organization that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of AUXILIUM SERVICES LIMITED or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organization, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.



- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

AUXILIUM SERVICES LIMITED accepts the following forms of ID when information on your personal data is requested:

2 forms of ID from the following:

- Passport
- Drivers licence
- Birth Certificate
- Utility bill (from last 3 months)