

Privacy Notice

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This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

Global Technology Solutions Ltd.
Unit 19 Basepoint Business Centre
Caxton Close
Andover
Hampshire
SP10 3FG
Telephone: 01264 326419
Company Email: abanks@global-technologysolutions.com

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or additionally, our services. If you use our services, you are required to register and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so.

From our **candidates** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Applications via our website required to find candidates	We have data subject's CONSENT	until consent is withdrawn
To enable us to match applicants to new job positions	We have data subject's CONSENT	for 1 year
Applications via third parties' websites, required to find candidates	We have data subject's CONSENT	until consent is withdrawn

From our **Contractors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Processing invoices for financial management	We have a CONTRACT with the data subject	for as long as contract and legal obligations require
To place contractors with employers	We have data subject's CONSENT	until consent is withdrawn

From our **Clients** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Delivery of service to clients	We have a CONTRACT with the data subject	for as long as contract and legal obligations require

From **employees** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
For administration of human resources	We have a CONTRACT with the data subject	for as long as contract and legal obligations require
To provide references for previous staff	We have data subject's CONSENT	until consent is withdrawn
To pay staff	We have a CONTRACT with the data subject	for as long as contract and legal obligations require

From **Prospective Clients** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
To respond to prospective client enquiries	We have a CONTRACT with the data subject	for as long as contract and legal obligations require
People enquiring about services and candidate opportunities.	We have data subject's CONSENT	until consent is withdrawn

From **suppliers** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Maintaining a supplier database for business operations	It is in our LEGITIMATE INTEREST (or that of a third party)	for as long as contract and legal obligations require

For financial management

We have a CONTRACT
with the data subject

for as long as contract and
legal obligations require

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfill the requirements of a contractual or service relationship, which may exist between you and our organization.

We collect:

Name; Email; Telephone contact details; Address; Banking Details*; Confidential Correspondence*; Date of Birth; Digital Images; Education History; Employee Performance Data*; Employer; Employment History; Financial Details*; ID number (passport; driving licence; NI)*; Online Identifiers; Photographs together with Identifiers; Interests and hobbies

We collect sensitive personal data and do so under the following legal basis:

- Employees' health information
- We have a Legitimate interest

We process it for this reason:

- We may hold some health information concerning employees should they have a condition which may require support or special conditions in the workplace in order to safeguard their wellbeing or to help them to function effectively

We collect your personal data from the following indirect sources

Data subject type	Personal data type	Indirect source name
Candidates	Name, Email, Telephone contact details, Address, Confidential Correspondence*, Date of Birth, Digital Images, Education History, Employer, Employment History, Interests and hobbies	Job boards

Who might we share your personal data with?

To maintain and improve our services, your personal data may need to be shared with or disclosed to service providers, other Controllers or, in some cases, public authorities. We may be mandated to disclose your personal data in response to requests from a court, police services or other regulatory bodies. Where feasible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information necessary for the required purpose.

We transfer personal data to the following organisations and locations:

Organisation name	Data subject type	Location	Role
Dropbox Inc.	Trade Customer, Trade Prospect, Candidate, Contractor, Trade Supplier	USA	Processor
Microsoft Ireland Operations, Ltd	Trade Customer, Contractor, Candidate, Trade Prospect, Trade Supplier	EU/EEA	Processor
Oaktree Business Management (Accountant)	Employee, Contractor, Trade Customer, Trade Supplier,	UK	Processor
Aldermore Bank PLC	Contractor, Trade Customer	UK	Processor
Broadbean Technology	Candidate	EU/EEA	Processor
1&1 Hosting	Candidate applications, website visitor IP addresses	EU/EEA (Germany)	Process

When a Processor or Controller is in a country outside the EU, we apply the necessary safeguards which may include, confirming whether the EC approves of transfers to the country, whether we need to use the EC's model contracts or, if the transfer is internal to our organisation, commitment to Binding Corporate Rules. Details of these safeguards may be obtained by contacting us directly.

How do we safeguard your personal data?

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website.

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your

personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Data Protection Officer

Andrea Banks

Telephone: 01264 326419

Company Email: abanks@global-technologysolutions.com

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below

INFORMATION COMMISSIONER'S OFFICE

United Kingdom

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Wilmslow - Cheshire SK9 5AF

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