

## How we use your information

This statement outlines how Alexander Mann Solutions Limited (AMS) processes your personal data.

### How will AMS use the information that you provide?

Personal data that you supply to us will be used for the following, collectively the 'Purposes':

- (i) the purpose of processing your application for a role with AMS or one of our clients;
- (ii) if successful, managing your contract;
- (iii) matching your details to any future suitable assignments;
- (iv) contacting you about the services we offer or specific assignments;
- (v) assisting you with the decision as to best engagement model; and
- (vi) undertaking surveys

AMS are processing your personal data on the basis of Alexander Mann Solution's legitimate interest, that it is necessary for progressing the Purposes and the performance of any resulting contract, and also due to AMS legal obligations. Some processing may include profiling and automated decision making.

The legitimate interests pursued by AMS are as follows:-

- a) Collecting your personal data either directly from you, or from a publicly available source for the purposes of matching your profile against suitable assignments
- b) Managing the application, screening, and selection process for suitable assignments
- c) Providing your details to nominated third party suppliers for the purposes of pre-assignment screening, and also for the nominated suppliers to offer appropriate services that may benefit you
- d) Managing any resulting contract of employment or engagement where relevant
- e) Storing your personal data for the purpose of matching your details with potential future assignments
- f) Contacting you by phone, or email about potential future assignments

In the course of processing your application, AMS may collect personal data about you which is more sensitive than other data such as details about your health. Where this is done it will be for the purpose of making reasonable adjustments during the application, sourcing and selection process. In some circumstances this data may be shared with our clients for the same purpose, or for them to ensure that the assignment being performed would not be detrimental to your health, or the health of others.

We will treat all personal data (whether sensitive or not) as private and confidential except where we are permitted or required by law to make a disclosure or where the disclosure is necessary for the Purposes.

Unless AMS are required by law, you are under no obligation to provide your personal data to AMS for the purposes. Should you choose not to provide your personal data, or you request that AMS delete your personal data, AMS or our client will be unable to engage or employ you.

### How long will AMS keep your data for?

We will keep your personal data for the purposes of matching your details to a potential future assignment for as long as is necessary to achieve the Purposes, which may be for the duration of your career, or until such point that either you ask us to delete the personal data or we believe that there is no realistic prospect of AMS identifying a potential future assignment.

Where you are presented to a client and additional data is collected or created during the application, sourcing and selection, or screening process AMS will retain that data for 12 months after the application process has completed. After 12 months the personal data relating to the application will be deleted from our systems however some of your personal details may still be retained in order for us to achieve the purpose as described above.

If you are engaged to provide services to AMS or to an AMS client, AMS will need to hold your personal data for the length of any assignment and for as long thereafter as may be required to ensure compliance with statutory and other obligations. Typically this is 7 years after the point that your last assignment ends, however in some limited circumstances this may be longer.

### **A description of your rights**

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all of the personal data we hold about you, please email or write to us at the addresses set out below.

We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove data that you think is inaccurate.

You have a right to request that we restrict processing, to object to decisions made by automated means, and also to ask us to provide the personal data that we hold in a machine readable format for the purposes of transferring it to another organisation at your request.

You may request the removal of your personal data from AMS' systems at any time by emailing [rt@alexmann.com](mailto:rt@alexmann.com) with "Remove my Details" in the subject title. We may not always be able to comply with your request immediately – for example, if we need to retain your personal data for a certain period of time for legal reasons, or for the purposes of defending a legal claim.

You also have a right to make a data protection complaint to the Information Commissioner in the UK if you think we are mishandling your personal data.

### **Who does AMS share your personal data with?**

In order to process your application (and, if successful, manage your assignment), we may need to pass your information to other AMS companies, to AMS clients and AMS' nominated suppliers for progressing the Purposes described above. These could include AMS technology providers, insurance companies, credit checking agencies, third party screening providers, payroll providers, and government bodies, as well as third parties that you provide us, such as your referees.

Your personal data will be mainly processed by AMS within the European Union but may also be transferred to and processed in countries outside of the European Union. In addition, any personal data provided by you may be stored on servers outside the European Union. Some overseas countries do not have data protection legislation equivalent to that in force in the European Union however in all circumstances where your personal data is transferred, it will be done so lawfully (for example on the basis of an organisation being signed up to the US Privacy Shield or having signed a EU approved model clause agreement). In all circumstances, wherever your personal data is stored and processed, it will be processed in accordance with all applicable laws including the General Data Protection Regulations.

Should you wish to get further information about the safeguards applied to the transfer of your personal data, please contact the AMS Privacy Office for more information at [dataprotection@alexmann.com](mailto:dataprotection@alexmann.com).

### **How will AMS protect your personal data?**

AMS operates an information security management system certified to the ISO 27001 standard. In some circumstances you may be issued logins or given access to systems in order to provide information securely, or to perform certain actions such as time recording.

You agree to immediately notify AMS of any unauthorised use of your user id and/or password. Any breach of the above which results in losses to either AMS or our Clients may result in legal action being taken against the individual concerned.

### Changes to AMS' privacy policy

We keep our privacy policy under regular review. Any substantial changes to the way in which we process personal data will be notified by posting an announcement on our website.

### How to contact AMS

Please contact us if you have any queries about our privacy policy or the information we hold about you. You can reach us:

- by sending an email to [dataprotection@alexmann.com](mailto:dataprotection@alexmann.com); or
- by writing to our Data Protection Officer at Alexander Mann Solutions, The Origin, Western Road, Bracknell, Berkshire, RG12 1US

### Declaration

You agree that the personal data which you provide to AMS is in all respects true and accurate and is not misleading or deceptive. You agree to inform AMS in writing if any of the data you have provided is no longer accurate during the period in which AMS retains your personal data.