



2.27 Personally identifiable information (PII) policy

In accordance with the General Data Protection Regulation (GDPR), Red SW have implemented this privacy policy to inform all IC's of the types of data we process about you. Red SW also include within this policy the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data

This policy applies to current and former IC's (individual contractors, self-employed drivers).

A) Data protection principles

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, Red SW will ensure that:

- Processing is fair, lawful and transparent
- Data is collected for specific, explicit and legitimate purposes
- Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- Data is not kept for longer than is necessary for it's given purpose
- Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful procession, accidental loss, destruction or damage by using appropriate technical or organisation measures

B) Types of data held

Red SW keep several categories of personal data from IC's (self-employed drivers) in order to carry out effective and efficient process. We keep this data in a Personnel file relation to each IC and we also hold the data within our computer system, for example, our rota system, our Dropbox.

Specifically, we hold the following types of data:

- Personal details such as name, address, address history, phone numbers
- Your photograph
- Your gender, marital status, information of any disability you have or other medical information
- Right to work documentation
- Signed contractor and health and safety forms
- Insurance certificates including goods and transit and public liability certificates
- Proof of address
- Mother's first and maiden name
- Email addresses
- National insurance numbers
- Bank account details
- Tax and VAT codes
- Driving licence
- Criminal convictions
- Drug and alcohol test results
- Information relating to your work with us, including: performance related data, pay rates, planned/ historical work, details of formal and informal proceeding involving you from contract worked on, external training modules undertaken
- CCTV footage
- IT equipment use including telephones and internet access

C) Collecting your data

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your contracted work and on-going.

In some cases, we will collect data about you from third part, such as contractors you are conducting work for, DVLA, Alere, Accurate Background.

Personal data is kept in files or within the Company's HR and IT system.

D) Lawful basis for processing

The law on data protection allows us to process your data for certain reasons only. In the main. Red SW process your data in order to comply with a legal requirement or in order to effectively manage the contract we have with you, including ensuring you are paid correctly.

The information below categorises the type of data procession we undertake and the lawful basis we rely on.

<i>Activity requiring your data</i>	<i>Lawful basis</i>
Carry out the contract that Red SW have entered into with you e.g. using your name, contact details, address	Performance of the contract

history and information involving you (DVLA checks, accurate background, drug and alcohol tests) to assess on-going eligibility to work on the contract	
Ensuring you are paid	Performance of the contract
Carrying out checks in relation to your right to work in the UK	Legal Obligation
Making reasonable adjustments for disable contractors	Legal obligation
Making decisions about pay rates	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against you	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT system are secure and robust against unauthorised access	Our legitimate interests
Sharing with third parties to support/assess your on-going work with us	Performance of contract

J) **Retention Periods**

Red SW only keep your data for as long as we need it for, which will be at least for the duration of your work with us though in some cases we will keep your data for a period after your work has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data, as set out below:

<i>Record</i>	<i>Statutory Retention Period</i>
Pay rates (including bonuses)	6 years
Worked hours	2 years after they made

<i>Record</i>	<i>Recommended Retention Period</i>
Assessments under health and safety regulations and record of consultation	Permanently

with safety representatives and committees	
HMRC approvals	Permanently
Drivers files, training record (personal data, ID records, application forms, contracts)	6 years after end of end of work
Drivers drug and alcohol test results	6 years after end of end of work
CRB checks	6 years after end of end of work
Performance data	6 years after end of end of work
Payment/invoicing and data worked record	6 years after end of end of work
Van hire records/ insurance documents	6 years after end of end of work

K) Automated decision making

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) Individual Contractor rights

You have the following rights in relation to the personal data we hold on you:

- The right to be informed about the data we hold on you and what we do with it
- The right of access to the data we hold on you.
- The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'
- The right to have data deleted in certain circumstances. This is also known as 'portability'
- The right to object to the inclusion of any information
- The right to regulate any automated decision making and profiling of personal data

More information can be found on each of these rights in our separate policy on rights under GDPR.

M) Consent

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data

DA name

Date

Signature