

# Sopra Steria Recruitment Privacy Notice for Clients

## Data Controller

If we are holding your data for marketing contact purposes only then we are the Data Controller. Once you engage with us we will deem this engagement to be on behalf of your employer and they will be the Data Controller.

Our protection officer is Peter Cashmore, email: [dpo.uk@soprasteria.com](mailto:dpo.uk@soprasteria.com).

We can be contacted by email at [contact.recruitment@soprasteria.com](mailto:contact.recruitment@soprasteria.com), by telephone on 0370 600 4466 or in writing the following address.

Data Protection Officer  
Sopra Steria Recruitment Ltd  
Three Cherry Trees Lane  
Hemel Hempstead  
Hertfordshire, HP2 7AH

## Purpose and Justification for Processing

If you are the employee of an active client, or one with whom we have worked in the past 6 years and

- were or are still involved in the recruitment process to fill a requirement from your employer then we are processing your data on the basis of Legitimate Interest.
- were or are still involved in the administration of a worker placed with your employer then we are processing your data on the basis of Legal Obligation. This is because we are required to keep records relating to the financial transactions stemming from this interaction by the VAT Act 1994.

In both of these cases we are processing your data because of our interest in being able to

- identify or contact you regarding live or historical requirements and or placements,
- identify or contact you because your record forms part of the history relating to them

If you are not employed by an active client then we rely on your consent to process your data and our purpose is to be able to contact you with information on services, initiatives, events or news from which your employer may benefit.

## Categories of Personal Data

In order that we can identify and contact you, we need to hold data which is categorised as personal data under the General Data Protection Regulation.

We do not ask for or need data which is considered under the General Data Protection Regulation as sensitive in order to identify or contact you, although we may ask for Health Data where this is relevant to your attendance at one of our offices or events and where this information may be used to help us identify any adjustments we may need to make in order to facilitate this.

Apart from data relating to Health, Sensitive Data includes data such as

- I. racial or ethnic origin,
- II. political opinions,
- III. religious beliefs or other beliefs of a similar nature,
- IV. whether you are a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),
- V. sexual life or orientation,
- VI. the commission or alleged commission of any offence, or
- VII. any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

Should you choose to include data in the above list in your correspondence with us this will be retained on a copy of that correspondence but not recorded elsewhere on our systems and not used by us in any way.

### **Recipients**

Your information will only be shared outside Sopra Steria Recruitment Ltd with your permission or that of your employer and only for the purposes of identifying and facilitating communication with

- our candidates or workers,
- organisers meetings, seminars or corporate events for which you have accepted an invitation.

### **Third Countries and Safeguards**

Data will not be transferred to any third country or safeguard however Sopra Steria Recruitment staff will process your data offshore. This is undertaken by our Indian affiliate Steria India Pte Ltd, with whom we have a Data Transfer Agreement incorporating the Model Clauses approved by EEC Commission Decision 2010/593 as providing an adequate level of protection for your personal information.

### **Rights**

You can, at any time, request

- confirmation that we are processing your personal data,
- access to your data,
- rectification of your data,
- erasure of your data,
- restriction of processing of your data or raise an objection to such processing,
- to transfer your data to another controller.
- Information about the existence of automated decision-making, including profiling, and, where relevant
  - meaningful information about the logic involved,
  - the significance and the envisaged consequences of such processing.

You can contact us regarding any of these rights at [contact.recruitment@soprasteria.com](mailto:contact.recruitment@soprasteria.com).

### **Requests to Stop Processing**

Our processing of your personal data is based mainly on our legitimate interests and performance of our legal obligations. You may request us to stop processing your data or transfer your data to a third party but:

- In the cases set out in the Purpose and Justification section above and in other permitted cases we may not be able or obliged to comply with such a request.
- Such a request may not be granted where we have a legal right to restrict your employer from contracting with a third party.

Should you wish us to stop processing your data a request can be sent to [contact.recruitment@soprasteria.com](mailto:contact.recruitment@soprasteria.com)

### **Complaints**

Should you have a complaint about anything related to any of our information processing we would very much like to hear directly from you; however you also have the right to complain directly to the Information Commissioner's Office.

SSR Complaints should be emailed to [contact.recruitment@soprasteria.com](mailto:contact.recruitment@soprasteria.com) or sent in writing to the address given under the Data Controller section of this document.

#### ICO Complaints

The ICO can be contacted on their helpline, 0303 123 1113, or through their website at <https://ico.org.uk/concerns/>

### **Source**

Your information was obtained from your employer.

### **Statutory or Contractual Requirements or Obligations**

At no point are you obliged to give us your personal information and failure to do so will not put you in breach of any Contractual Obligations to us or with and Statutory Obligations.

### **Automated Decision Making**

Your data will not be processed by any automated decision making or profiling tools.