

## **THINK PURPLE TRAINING AND RECRUITMENT EST. 2001 LIMITED - GDPR POLICY BACKGROUND:**

Think Purple Training and Recruitment Est. 2001 Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our clients and temporary workers (whether potential or actual).

We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law. Herein, “we” Think Purple, our employees, agents or workers. Herein, “you” is defined to mean either our suppliers, clients (whether potential or actual), temporary workers and individual people associated with your business who we encounter.

1. Information About Us Think Purple Training and Recruitment Est. 2001 Limited registered address is Care of Envisage Design, The Brickworks, Brick Kiln Lane, Stoke on Trent, Staffordshire, ST 4 7BS.
2. What Does This Notice Cover? This Privacy Notice explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.
3. What is Personal Data? Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier’. Personal data is, in simpler terms, any information about you that enables a living person to be identified.
4. What Are My Rights? Under the GDPR, you have the following rights, which we will always work to uphold:
  - 4a) The right to be informed about our collection and use of your personal data.
  - 4b) The right to access the personal data we hold about you.
  - 4c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
  - 4d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.
  - 4e) The right to restrict (i.e. prevent) the processing of your personal data.
  - 4f) The right to object to us using your personal data for a particular purpose or purposes.
  - 4g) The right to data portability.
  - 4h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office.
5. What Personal Data Do You Collect? We may collect some or all the following personal data (this may vary according to your relationship with us): Name, Contact Details, Personal Documents, Contract, Companies House Records, Invoices, Bank Details, Address, Correspondence.
6. How Do You Use My Personal Data? We must always have a lawful basis for using personal data. This will always be because the data is necessary for our performance of a contract with you or to protect the interests of the data subject.

Personal data may be used for one of the following purposes: Communicating with you; Fulfilling a contract. Purchasing services or products from or supplying our services to you; We may occasionally send out marketing information, but this is sporadic and is not spam. Communicating with our client providing your personal details.

7. How Long Will You Keep My Personal Data? We will not keep your personal data for any longer than is necessary considering the reason(s) for which it was first collected but will retain necessary information for 6 years after the end of our contract with you.
8. How and Where Do You Store or Transfer My Personal Data? We will only store or transfer your personal data in the UK.
9. Do You Share My Personal Data? We will not share any of your personal data with any third parties for any purposes, unless we are legally required to do so to comply with legal obligations, a court order, or the instructions of a government authority. If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.
10. Changes to this Privacy Notice We may change this Privacy Notice from time to time.