



## **Fair Processing Notice for Contractors**

At CHICKS we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you work for us.

### Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat  
Brentor  
Tavistock  
Devon  
PL19 0LX

Phone: 01822 811020

Email: [info@chicks.org.uk](mailto:info@chicks.org.uk)

Our Data Protection Officer is Joanna Foster and she can be contacted at [DPO@chicks.org.uk](mailto:DPO@chicks.org.uk)

### What personal data do we collect about you? How will we use that personal data?

When you are contracted for your services, we will collect and process your personal data, such as your name, address, phone, email, work history and references. This is on order to assess your suitability as a contractor and, if you become a contractor for us, for your contract.

In order to pay your invoices, we need your bank account details.

During the course of your contract, you may be required to put your name on or sign a wide variety of documents. Your name or signature is your personal data but the contents of the document, unless it is about you, is not your personal data.

### What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. Most of our processing is because we have a contract for services with you. Your initial application is with your consent as it is your choice to apply for a role with us.

*We will process the following personal data with your consent:*

- your initial application:

- name;
- address, email and phone numbers;
- employment history, education and skills;
- Documentary evidence of any relevant qualifications; and
- Driving license, if required.

*We will process the following personal data because we have a contract for services with you:*

- data on your application
- we will need your bank account details in order to pay you
- we need your name, address, phone number as we have a contract with you

*We will process the following personal data because we believe that we have a legitimate interest in doing so:*

- during the course of your contract, you may be required to put your name on or sign a wide variety of documents

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

#### How long do we keep your personal data for?

We hold your personal data while you are contracted by us and for seven years after due to HMRC requirements. After seven years, your file will be destroyed.

#### Do we use any automated decision making?

We do not use any automated decision making.

#### Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers
- cloud service providers
- banks or building societies
- government agencies
- HMRC

## Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

## Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.