

Candidate Privacy Notice

Introduction

ClearCite Limited are a data processor that provide a software solution and platform enabling authorised users to manage compliance, fulfil temporary labour requirements and produce accurate billing.

ClearCite respects your privacy and is committed to protecting your personal data. This privacy notice will let you know how we look after your personal data when you visit the ClearCite website and engage with us in relation to those services.

This policy is designed for use by candidates working for businesses that use the ClearCite platform and will be updated from time to time, so please return to this page occasionally and keep up to date.

If you have any query with regards to this policy please do not hesitate to contact our Data Privacy Manager at quality@driverhire.co.uk.

The data we collect about you

If you are working for an Employment Business that is using the ClearCite platform to engage with their clients, then the data we will hold about you will include the list below. The lawful basis under which we process this data is fulfilment of a contract, be that with our clients or the employment businesses using the platform:

- Name
- Date of Birth
- Contact details – email address, phone number, residential address
- Gender
- Right to Work check evidence (including Nationality)
- The employment business for whom you work
- Employment information
- National Insurance Number
- Working time
- Driving licence number and other certification details
- Driving licence check results (if applicable – further information on this can be seen below)
- IP Address
- Device information
- Geo coordinates
- Cookie identifiers
- Account username
- Photo
- Data within timesheets
- Digital signature codes

Special Category Data

ClearCite will process some Special Category Data, this will be limited to the following:

- Medical restriction codes in so far as they relate to an individual's health
- Health information relating to an individual that is relevant to their ability to complete a type of work that they have been requested to do, including but not limited to any medical restrictions on their driving licence
- Criminal offence data relating to driving convictions. For the purpose of this Agreement, Criminal Offence Data means personal data relating to criminal convictions and offences or related security measures to be read in accordance with section 11(2) of the Data Protection Act 2018 (or other Applicable Data Protection Laws).

Licence checking and related information

If you are going to be carrying out driving work, you may need have your driving licence checked with the DVLA by dh Licence Check . In order to do this they collect your personal information from you or your employer or prospective employer on a voluntary basis, and no check can be carried out without your declaration of awareness that the check is being carried out. This data will be shared with the client for whom you are working. Details on the DH Licence Check privacy policy can be found here, it includes links to the DVLA's approach to managing your personal data: [Privacy Notice | dh Licence Check](#)

Change of Purpose

We will only use your personal data for the purposes for which we collect it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify and we will explain the legal basis which allows us to do so.

Marketing

We will not use data provided through the ClearCite platform for marketing purposes.

Disclosure of your Personal Data

We may share your personal data with the client for whom you are working and your Employment Business under the lawful basis for processing.

We may also share personal data:

- Service providers acting as processors based in the UK who provide IT and system administration and business support services
- DVLA, DVSA, HMRC, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances

- Third parties to whom we may choose to sell, transfer/merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instruction. Data relating to our licence check service is held and processed securely by our third-party hosting service provider Redcentric and used only to facilitate the specific provision of the information permitted by the DVLA and DVSA to the employers permitted under the DVLA and DVSA licence check process. We will not transfer your personal data to any country that is outside of the UK or the European Economic Area.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and we will notify you and any applicable regulator of a breach where we are legally required to do so.

Data Retention – How long will you use my personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, and the purposes for which we process your personal data. By law, we have to keep basic information about our clients, including contact identity, financial and transactional related data for six years after they cease being customers for tax purposes. Data relating to Temporary Workers will be retained in line with the data retention requirements of the client for whom you are working with the exception of licence checking data which is retained in line with the dh Licence Check privacy notice.

Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. If you wish to exercise any of these rights please contact us via Quality@clearcite.co.uk

No fee is usually required. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded,

repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and to ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time Limit to Respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Specific Rights

You have the right to:

Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend

legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

Your Right to Complain

You have the right to make a complaint at any time to the Information Commissioner's Office ([ICO](#)), the UK supervisory authority for data protection issues. We would, however, be happy to consider and assist you with any concern you may have so we will be delighted if you might contact us in the first instance.

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