

GDPR Privacy Notice for Employees, Agency Workers and Contractors

In accordance with applicable data protection law, Quest Employment has implemented this privacy notice to inform you of the types of personal data we process about you, the reasons for that processing, the lawful bases relied upon, how long we keep your data for, and your rights in relation to your personal data.

This notice applies to current and former employees, Agency Workers and contractors.

A) DATA PROTECTION PRINCIPLES

Quest Employment will ensure that personal data obtained and held by us is processed in accordance with applicable data protection principles. In particular, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specified, explicit and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the relevant purposes
- d) data is kept accurate and, where necessary, up to date, and inaccurate data is rectified or erased without delay
- e) data is not kept for longer than necessary
- f) data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage
- g) any international transfer of personal data is carried out in accordance with applicable legal requirements

B) TYPES OF DATA HELD

We keep several categories of personal data relating to employees, Agency Workers and contractors in order to carry out effective and efficient business, compliance, payroll, engagement and people-management processes. We may keep this data in personnel, engagement or contractor files and within our computer systems.

Specifically, we may hold the following types of data:

- a) personal details such as name, address and telephone numbers
- b) name and contact details of next of kin
- c) photograph
- d) gender, marital status, disability information and other relevant health or medical information
- e) right to work documentation
- f) information on race and religion for equality monitoring purposes where lawfully processed
- g) information gathered during recruitment, registration or onboarding, such as CVs and covering letters
- h) references from former employers or other referees
- i) education and employment history
- j) National Insurance number
- k) bank account details
- l) tax code information
- m) driving licence information
- n) criminal conviction data where lawfully processed
- o) information relating to employment, engagement, Assignment or working arrangements, including:
 - i) job title, role details and job descriptions
 - ii) pay, rates and other remuneration details
 - iii) wider terms and conditions of employment, engagement or contract
 - iv) details of formal and informal proceedings involving you, such as disciplinary, grievance, complaints or conduct matters, annual leave records, appraisal and performance information
 - v) internal and external training undertaken

GDPR Privacy Notice for Employees, Agency Workers and Contractors



Doc. Ref:

QF-POL-COM - 3020

Version:

V2.0

Page 2 of 5

vi) information on time away from work or Assignment, including sickness absence and family-related leave where relevant

p) CCTV footage

q) building access records

r) IT equipment use, including telephones and internet access

C) COLLECTING YOUR DATA

You may provide personal data to us directly during recruitment, registration, onboarding and during the course of your employment, engagement, Assignment or working arrangement.

In some cases, we may collect personal data from third parties, such as recruitment intermediaries, former employers, referees, clients, public authorities or credit reference agencies where appropriate and lawful.

Personal data may be kept in physical files or within Quest's HR, payroll, compliance and IT systems.

D) LAWFUL BASIS FOR PROCESSING

Data protection law allows us to process personal data only where there is a lawful basis for doing so. In the main, we process your data to comply with legal obligations, to perform a contract, to take steps before entering into a contract, or for legitimate business interests.

Examples include:

Activity requiring your data	Lawful basis
Carry out the employment contract, engagement, Assignment or working arrangement entered into with you, including using contact details, education history and information relevant to your role or engagement	Performance of the contract / steps prior to entering into a contract
Ensuring you are paid	Performance of the contract
Carrying out right to work checks	Legal obligation
Making reasonable adjustments where required	Legal obligation
Making recruitment, registration or engagement decisions	Legitimate interests
Making decisions about pay, rates and benefits	Legitimate interests
Administering contractual benefits and arrangements	Legitimate interests
Monitoring conduct, attendance, timekeeping and performance and undertaking relevant procedures where necessary	Legitimate interests
Maintaining up-to-date records to support communication, compliance and emergency contact arrangements	Legitimate interests
Implementing grievance, complaints or conduct procedures	Legitimate interests
Assessing training needs	Legitimate interests
Operating sickness absence and welfare processes	Legitimate interests
Obtaining medical opinion where relevant to fitness for work or Assignment	Legitimate interests
Managing statutory leave and pay systems	Legitimate interests and/or legal obligation, depending on the circumstances
Business planning, restructuring and legal claims	Legitimate interests
Preventing fraud and maintaining IT and administrative security	Legitimate interests

GDPR Privacy Notice for Employees, Agency Workers and Contractors

E) SPECIAL CATEGORIES OF DATA

Special category data includes personal data relating to:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinions
- g) religion or belief
- h) trade union membership
- i) genetic and biometric data

We may process special category data, where lawful, for purposes including:

- a) equal opportunities monitoring
- b) sickness absence and welfare management
- c) determining reasonable adjustments
- d) meeting legal or regulatory obligations

Most commonly, we will process special category data where:

- a) you have given explicit consent where consent is appropriate
- b) processing is necessary to carry out rights and obligations in employment, social security or social protection law
- c) processing is necessary for reasons of substantial public interest
- d) you have manifestly made the data public

F) FAILURE TO PROVIDE DATA

Failure to provide data may mean that we are unable to fulfil our requirements for entering into a contract, engagement or working arrangement with you, or for offering or administering assignments, pay or related benefits.

G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate, relevant to the role or Assignment, and permitted by law. This data may be collected at recruitment, registration, onboarding stage, or during employment, engagement or Assignment where necessary. We use such data to determine suitability, ongoing suitability, compliance and safeguarding requirements, and rely on the lawful bases applicable to the particular circumstances.

H) WHO WE SHARE YOUR DATA WITH

Employees, workers and other authorised individuals within Quest who have responsibility for recruitment, compliance, administration, payroll, benefits, conduct or performance matters will have access to personal data relevant to their function. Those with such responsibility are expected to process data in accordance with data protection law.

Data may be shared with third parties for reasons including:

- administration and processing of personal data for the purpose of providing work-finding or recruitment services
- compliance with legal obligations, such as reporting to HMRC

GDPR Privacy Notice for Employees, Agency Workers and Contractors

- performance of a contract, such as payroll processing or attendance monitoring
- protection of Quest's legitimate interests or those of a third party, such as collecting information during a disciplinary, grievance, complaints or disputes process, or improving operational performance

We may also share personal data with third parties in connection with a business sale, restructure, legal obligation, regulatory request, client requirement or service provider arrangement. Where appropriate, we will ensure suitable contractual and security protections are in place.

We do not transfer personal data outside the UK or European Economic Area unless there is an appropriate lawful basis and suitable safeguards in place.

I) PROTECTING YOUR DATA

We are aware of the need to protect personal data against accidental loss, disclosure, destruction, misuse and unauthorised access. We have implemented appropriate technical and organisational measures to do so.

J) RETENTION PERIODS

We keep personal data only for as long as necessary. In some cases, legal retention periods apply. In others, retention depends on business need, legal risk, compliance obligations and the nature of the record.

Examples include:

Record	Statutory Retention Period
Children / young adults records	Until the child reaches 21
Retirement benefit schemes	6 years from the end of the scheme year
Statutory Maternity Pay records	3 years after the end of the tax year in which the relevant period ends
Wage / salary / pay / overtime / bonuses / expenses	6 years
National Minimum Wage records	3 years after the end of the relevant pay reference period
Working hours records	2 years after they are made

Record	Recommended Retention Period
Application forms and interview notes	6 months to 1 year
Health and safety assessments and consultation records	Permanently where appropriate
HMRC approvals	Permanently
Money purchase details	6 years after transfer or value taken
Parental leave records	Until child is 18
Pension scheme investment policies	12 years from the end of any benefit payable under the policy
Pensioners' records	12 years after the end of benefit
Personnel, engagement and training records	6 years after the end of employment, engagement or working relationship
Redundancy details and related calculations	6 years after the date of redundancy
Statutory Sick Pay records, calculations, certificates and self-certificates	at least 3 months after the end of sick leave, although longer retention may be appropriate depending on legal and business needs
Time cards	2 years after audit

GDPR Privacy Notice for Employees, Agency Workers and Contractors

quest
employment

Doc. Ref:

QF-POL-COM - 3020

Version:

V2.0

Page 5 of 5

Trade union agreements	10 years after end
Works council minutes	Permanently

K) AUTOMATED DECISION-MAKING

Automated decision-making means making a decision about you using no human involvement, for example computerised filtering tools. No decision will be made about you solely on the basis of automated decision-making where that decision has a significant effect on you, unless this is lawful and appropriate safeguards are in place.

L) YOUR RIGHTS

You have the following rights in relation to your personal data, subject to applicable law:

- a) the right to be informed about the data we hold and what we do with it
- b) the right of access to the data we hold
- c) the right to have inaccurate data corrected
- d) the right to have data erased in certain circumstances
- e) the right to restrict processing in certain circumstances
- f) the right to data portability in certain circumstances
- g) the right to object to certain processing
- h) rights in relation to automated decision-making and profiling

Further information can be found in any separate data protection or subject access request procedure made available by Quest.

M) CONSENT

Where we rely on your consent to process personal data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing carried out before consent is withdrawn.

N) MAKING A COMPLAINT

If you think your data rights have been breached, you may raise the matter internally with Quest and you may also complain to the Information Commissioner's Office.

O) DATA PROTECTION CONTACT

Quest's data protection contact is:

Nik Pagan / Jim Bluck

Quest Employment

Royal House, Queenswood, Newport Pagnell Road West, Northampton, NN4 7JJ

Email: data.protection@questemployment.co.uk

This document is effective from:

23rd March 2026

This document is approved by:

Jim Bluck, Chief Commercial Officer



For questions or queries about this document, contact: Jim.Bluck@questemployment.co.uk