

GDPR Brief - Contractors

General Data Protection Regulation (EU) 2016/679



What is GDPR?

GDPR (General Data Protection Regulation) replaces the current Data Protection Act: it regulates the processing of personal data and protects the rights and privacy of living individuals. The new Regulation is active from 25th May 2018 and is a regulation enforceable in all EU member states (it has been confirmed that the UK will maintain its adoption once we have left the EU).

What does it mean for you?

You can expect any organisation that collects and holds your personal information to:

- Process information lawfully, fairly and transparently
- Collect for a specific, explicit and legitimate purpose
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Retained only for as long as necessary
- Processed in an appropriate manner to maintain security

What are we doing with your information?

Wellwise collect and hold your personal information for the purpose of:

- Placing you in temporary work contracts with our clients
- Using your CV and competency information to gain approval with clients
- Holding your personal information (next of kin contact details, medical certificates) in case of an emergency.
- Using relevant details to obtain Visas, work permits and air tickets

Most importantly we are keeping it legally:

- We retain different types of information for set periods of time.
- We don't collect or hold information that we don't need
- We don't pass it on to anyone without the intended output being met i.e. placing you in work
- We ensure your details are up to date and often remind you when certificates are going to be expiring
- We keep it safe. Wellwise takes information security very seriously to ensure the privacy of the data we hold. We have put in place appropriate technical and organisational measures to ensure the data we hold is held securely and that personal data is used in accordance with data protection principles. All information is retained on our servers in our offices. There is restricted access technology preventing unauthorised access.

Who do we share your information with?

- Clients when mobilising you to work locations
- Clients when putting your information forward for prospective work contracts
- Our appointed visa agents when arranging for Visas for you
- The SQA (when enrolled on our competency scheme) for the purposes of certification and enrolment
- Our accountants for legal and taxation purposes
- Our bank when processing payments to you

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What are we doing to ensure we're compliant with the new requirements of GDPR?

- We have updated our Data Protection Policy
- Staff briefing has taken place
- A risk assessment has been completed to document and control the risks we are exposed to
- We are registered with the Information Commissioners Office (ICO) – Regulatory Body
- Passwords will be renewed and communicated annually to protect your online information
- Internal processes and procedures relating to processing personal data have been updated
- We have looked at who we share data with to ensure they are using it lawfully and reminding them of their data protection responsibilities with regard to this shared information.

What do you need to do?

- Review this GDPR Brief and if you are happy for us keep and process your personal details please respond to our email with a “YES” as requested.
- If you no longer wish us to keep your personal data please email us with a “NO” and we will remove your information from our database.
- When you receive a new password from us to access your online records via our website please log in to ensure it works and that the information we currently hold for you is up to date.
- If you need further clarification on anything please contact our QHSE Advisor: Ann Corner via email qhse@wellwisegroup.com. She can call you back if you prefer to discuss on the telephone