

Dockside Personnel Limited

GDPR Privacy Policy for Agency Workers

1. Policy Statement

Dockside Personnel Limited is committed to protecting the privacy and personal data of agency workers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy explains how Dockside Personnel Limited collects, uses, stores and protects personal data relating to agency workers supplied to client organisations.

2. Data Controller

Dockside Personnel Limited acts as a **Data Controller** for the personal data of agency workers for the purposes of recruitment, placement, payroll and compliance with legal obligations.

3. Personal Data We Collect

Dockside Personnel Limited may collect and process the following categories of personal data:

- Personal identification details (name, date of birth, address, contact details)
- Right to work documentation
- National Insurance number
- Bank account and payroll details
- Employment history, qualifications, training records and certifications
- Assignment details, availability and timesheets
- Health and safety information relevant to work suitability
- Accident and incident records
- Performance and conduct information
- Correspondence and communications

Special category data will only be processed where lawful and necessary.

4. Lawful Basis for Processing

Personal data is processed under one or more of the following lawful bases:

- Performance of a contract
- Compliance with a legal obligation
- Legitimate interests of Dockside Personnel Limited

- Consent (where required)
- Protection of vital interests

Special category data is processed in accordance with Article 9 UK GDPR conditions.

5. How We Use Personal Data

Dockside Personnel Limited uses personal data to:

- Recruit, register and place agency workers
 - Verify identity, qualifications and right to work
 - Pay wages and manage payroll
 - Meet legal, regulatory and contractual obligations
 - Ensure health and safety compliance
 - Communicate with agency workers and client companies
 - Investigate complaints, incidents or disciplinary matters
 - Improve services and operational efficiency
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6. Data Sharing

Personal data may be shared with:

- Client companies for assignment purposes
- Payroll providers and pension administrators
- HM Revenue & Customs (HMRC)
- Regulatory bodies and enforcement authorities
- Insurance providers
- Training and certification bodies

Data is only shared where necessary and appropriate safeguards are in place.

7. International Data Transfers

Dockside Personnel Limited does not routinely transfer personal data outside the UK. Where international transfers are required, appropriate safeguards will be implemented in accordance with UK GDPR.

8. Data Security

Dockside Personnel Limited implements appropriate technical and organisational measures to protect personal data, including:

- Secure IT systems and access controls
- Data encryption where appropriate
- Staff training on data protection

- Secure storage and disposal of records
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9. Data Retention

Personal data is retained only for as long as necessary for the purposes for which it was collected and to meet legal requirements. Retention periods are determined in line with statutory and regulatory obligations.

10. Rights of Agency Workers

Under UK GDPR, agency workers have the right to:

- Access their personal data
- Request rectification of inaccurate data
- Request erasure of data (where applicable)
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent (where applicable)

Requests should be submitted in writing to Dockside Personnel Limited.

11. Complaints

Agency workers have the right to lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data protection rights have been breached.

12. Contact & Policy Review

Dockside Personnel Limited
Info\@docksidepersonnel.com

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026
