

Types of data	Collection	Purpose	Disclosure	Retention Period
<p>Personal data such as</p> <ul style="list-style-type: none"> • your name, address, contact details, education and employment history; • background checks (financial and criminal); • identification documentation; • right to work status; • information relating to next of kin/dependants; and • financial information including bank details and identifiers (e.g. National Insurance numbers). <p>We may also process sensitive personal data such as health details, racial origin, religious beliefs and information about offences/ alleged offences.</p>	<p>Your personal data will be collected from various sources including:</p> <ul style="list-style-type: none"> • your application form/CV; • providers of background checks; • notes and records kept for the duration of your employment (including absences, appraisals, disciplinary action); • providers of occupation health services; and • CCTV and security access devices. 	<p>Your personal data will be used for the following purposes:</p> <ul style="list-style-type: none"> • human resources administration; • assessing suitability/eligibility and/or fitness to work; • security; and • training. <p>Photographs and images of you, your name, and information about your education and employment may be used in our marketing and promotional material including our Website and pitches to Clients.</p>	<p>Your personal data may be transferred to</p> <ul style="list-style-type: none"> • our third party service providers who support the operation of our business; • our Clients, for the purposes of fulfilling our contractual obligations; and • Our Affiliate Talent Agencies. <p>We shall only transfer personal data to third parties which has been limited to the relevant purpose.</p>	<p>Our People's personal data shall be kept for 6 years after you have left the Company and we shall not keep your personal data for longer than is necessary.</p> <p>We will ensure we keep all personal data up to date and shall immediately and permanently delete any personal data which is not necessary for the purpose.</p>