

PRIVACY STATEMENT

AM2PM Group Holdings Ltd incorporating subsidiaries AM2PM Recruitment Solutions (Birmingham), AM2PM Staff Solutions and AM2PM Recruitment Services Ltd.

AM2PM Group Holdings Ltd ("AM2PM") is a recruitment business which provides work-finding services to its clients and work seekers through its subsidiaries listed above. AM2PM must process personal data (including sensitive personal data) so that it can provide these services. In doing so, the company acts as a data controller.

You may submit your information to us directly whilst enquiring about different jobs. This may be in the form of a telephone enquiry, through our website, online registration platform or by completing a registration form in one of our branches. In this instance, basic information, such as your name and contact details will be obtained from you should you wish to provide it to enable us to contact you in future regarding suitable job vacancies.

Unless you provide us with explicit consent to do so (i.e. by signing up to our job alerts or marketing emails via our website), your details will not be used for any other purpose. Candidates may also submit details to us indirectly through various job sites when responding to job advertisements.

What information will we collect?

We will process the information you supply in this registration pack. Once a contract has been offered, we may also ask for the following information:

- Whether you require any reasonable adjustments to undertake any roles
- Completion of a night work questionnaire (if relevant)

For some roles, we may use assessments as part of the recruitment process such as literacy, numeracy, or skills tests, and these results will be held on file. Some roles may require additional checks, such as DBS checks or alcohol & drug checks.

What is the legal basis for processing the information?

We will collect your personal data (which may include sensitive personal data) and will process this data for the purpose of providing work finding services to you. We must have a legal basis for processing your data. The legal bases we rely upon to offer these services to you are:

1. Legitimate Interests
2. Contractual Obligations
3. Legal Obligations
4. Consent

Legitimate Interests

Where we have relied on a legitimate interest to process your personal data, our legitimate interests are as follows:

- To fulfil our role as a recruiter and provider of work finding services, i.e.
 - ⇒ To match your skill sets with job vacancies to assist in finding you the positions that most suit you

- ⇒ To put forward your details to our clients and prospective employers for you to be considered for vacancies
- ⇒ To undertake relevant security and criminal record checks as required by our clients and prospective employers
- ⇒ To deal with any medical and health and safety issues relating to certain positions
- ⇒ To pay you if placed

- To provide work finding services to our clients
- To maintain our database and keep work seeker records up to date
- Contacting you to get your consent where we need this

Who will this information be passed to?

Once offered an assignment, your name and details relating to your suitability for the role will be passed to our clients.

Your details may also be passed to third parties such as:

- Former employers whom we may seek references from
- Other recruitment agencies in the supply chain
- Our chosen pensions provider (NEST). It is our legal obligation to automatically enrol you should you be eligible.
- The HMRC. We are legally obliged to report your payment information to the HMRC (Real Time Reporting)
- Payroll or Time and Attendance software utilised by our clients
- The police or government bodies where we have a legal or statutory obligation to supply that information
- Our legal representatives, if required
- Auditors & Inspectors - From time to time we may be audited by third parties to ensure that we are operating a legally compliant and ethical business. These third parties may include:
 - ⇒ Government regulatory and enforcement audits
 - ⇒ Independent social compliance audits
 - ⇒ Client audits
- Supply Chain Efficiency Consulting Ltd Limited to enable correct payment

Your data will be transferred across the AM2PM Group of companies including AM2PM Recruitment Services Ltd, AM2PM Staff Solutions Ltd and AM2PM Recruitment Solutions (Birmingham) Ltd. Our legal grounds for doing so is our legitimate interest to fulfil our administrative functions. Your information will not be sent outside of the European Economic Area (EEA)

How long will my information be held for?

We will hold your information for no longer than is necessary to enable us to fulfil our role as a labour supplier and as required by law.

In order for us to fulfil our role as in providing work finding services to you, we will store your information for one year following the date of your registration. If no services are provided at the end of this period, your details will be deleted.

- ⇒ To place you with our clients and prospective employers
- ⇒ To keep you informed of available opportunities as they arise
- ⇒ To keep you informed of the services offered by us

Our 'Data Retention Policy' outlines the legal timescales to which we are required to keep hold of records of candidates who have worked for us.

Where we have obtained consent to process your personal data, we do so in line with our retention policy. Upon expiry of that period, the company will seek further consent from you. Where consent is not granted the company will cease to process your personal and sensitive personal data.

Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting our Data Protection Officer on DPO@am2pm.uk.com.

Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

Automated Decision-Making

If you have submitted your CV through a jobsite, then you may have been subject to some form of automatic decision making. This is in the use of the search facilities provided by these sites, where a key word relevant to the vacancy is used to pick out information within CV's as held on the site for the purpose of searching for candidates who may meet the key skills or experience relevant to that vacancy. We ensure that any search criteria do not inadvertently discriminate against candidates. This is not a purely automatic process, and candidates are subject to human intervention once filtered.

Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact our Data Protection Officer on DPO@am2pm.uk.com.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

Please sign to confirm you have read this privacy notice. A copy is available for you to take away with you today, or you can view this notice at any time by visiting our website: www.am2pm.uk.com.

Name: _____

Signature: _____ Date: _____