

Personal Data Declaration

Here at Shire, your privacy is of utmost importance. It's important you understand what personal data we collate, why we require the information and how we store/use your data. This document will also explain your rights and how you can keep your personal data and preferences updated giving you better control. Please refer to our Privacy Policy for more information which can be found on our website.

Below is an in-depth breakdown of all the data we require to support your registration and once obtained, how we plan to use it.

What we collate	Why we collate this information	Physical paper copies stored	Electronically stored	Who we share this information with	Time frame we keep this information
Your Personal Details					
Full name Address Telephone no. Email address Country of birth Mother's maiden Name Surname at birth Any previous names	<p>We obtain all essential information to ensure we have undertaken identification checks to validate your identity.</p> <p>In addition, we require your personal details to apply and obtain an enhanced DBS check prior to commencement of any placements if required.</p>	All your personal details are stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	All details will be stored on our secure data management platform where you will have a profile detailing your information and requirements.	<p>Your name will be shared with perspective employers to gain you a suitable role and on occasion, we may share your telephone number and/or email address with perspective employers to facilitate interviews or for communication purposes.</p> <p>This information is shared with our DBS provider as part of your DBS application only if applicable.</p>	6 years after your last day of employment
Your Working Requirements					
Availability Position(s) applied for Driving status	We require this information, so we can accurately keep you updated with suitable positions. On occasion, our clients will request an applicant that holds a full driver license to facilitate community activities.	All your working requirements are stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	All details will be stored on our secure data management platform to ensure we are sourcing relevant roles based on your working requirements which you can change/update when needed via verbal or written communication to your Shire representative.	Due to the nature of our business, our clients will often specify if a driver is needed to undertake a specific role. In such cases, we will share this information with our client along with any pending or current endorsements. We will not disclose your driver's license number or issue date unless advised otherwise.	6 years after your last day of employment
Continuation of Address History					
5 years continuous address history	This information is only requested and collated if you have lived at your current home address for less than 5 years and you require an updated DBS.	If applicable to you, this information will be stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	Continuation of address history may be stored on our secure database management platform.	This information is shared with our DBS provider as part of your DBS application only if applicable. We are currently using 'Access Personal Checking Service' although this can change. Shire will not notify you if we change our DBS provider.	6 years after your last day of employment
Eligibility of employment					
National Insurance Number Nationality Visa information	We obtain all essential information to ensure we have undertaken identification checks to validate your identity including your right to work in the United Kingdom.	All Eligibility of employment is stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	National insurance number, nationality and visa information may be stored electronically on our database management platforms. All copies of visa's and NI cards will be uploaded as encrypted files.	Your National Insurance number will be shared with our designated payroll provider in order for us to release payments to you once you start your employment with Shire. This will also be used during the DBS application process along with your nationality and place of birth.	6 years after your last day of employment
Full Education and Employment History					

Secondary school attended Employment history Relevant sector training	We obtain full education and employment history dates with any gaps in employment explained and noted within your applicant file. Training certificates will give us an indication of what training requirements you have, to ensure you are meeting both Shire and our client's expectations.	All information is stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	If a CV is provided and contains full employment and training history, full details will be stored on our data management system and in your application pack.	Your details will only be shared with perspective employers if you have provided a CV which is sent to secure a position. We may also disclose to perspective employers your previous experience and/or training to secure you a position.	6 years after your last day of employment
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Health Questionnaire

Disabilities Adjustments needed Medical conditions	We have a duty of care to ensure you are safe throughout your employment with Shire. Obtaining such information will allow us to make any reasonable adjustments to your working environment to facilitate any disabilities or medical conditions.	All information is stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	Details of any disabilities or reasonable adjustments needed may be stored on our internal database management platforms in notes or on your main profile to ensure we are protecting your wellbeing. This is only necessary if adjustments need to be made.	Information will only be shared with internal employees of Shire and perspective employers if an adjustment is needed to support you in the work place.	6 years after your last day of employment
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DBS Status

DBS number DBS issue date Prior convictions, reprimands or warnings Details if applicable	Although a conviction may not stop you from registering with Shire, it is mandatory we hold accurate information on file.	All information is stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	Shire may store your DBS number and issue date on our CRM system. A paper copy of your DBS check will be stored in a folder which is stored in a lock filing cabinet. Your DBS number and issue date will also be stored within a locked excel spreadsheet to better support us manage DBS renewals.	Your DBS number and issue date may be shared with prospective employers if this forms part of our clients hiring requirements. Any convictions, reprimands or warnings that need to be shared with third party organisations in the interest of finding you work, will require written consent from you prior. We will never share a copy of your DBS.	6 years after your last day of employment Paper copy – 1 year after your last day of employment
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Copies of Identification

National Insurance Number Proof of Address Photographic ID Birth Cert Marriage Cert Change of name deed Training certs	We obtain all essential information we deem necessary to ensure we have undertaken identification checks to validate your identity.	All information is stored within your application pack which forms part of your employment file. All files are stored within a locked, secure filing cabinet in your assigned Shire office.	Copies are not generally stored electronically although if Shire do decide to store this information, all ID documents will be encrypted.	In some scenarios, we may have to upload ID documents to an external portal to secure you a position. We will only ever share copies of your identification in the interest of finding you a suitable position.	6 years after your last day of employment
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Bank Details

Any financial information	We obtain bank details to ensure we are able to make payments for work completed.	You are required to complete a bank details form upon registration and once you are in employment, your bank details are uploaded to our payroll system and	Your bank details will be set up with our bank so we are able to make payments to you. Your actual bank details are not stored anywhere else electronically.	We share information with our payroll provider in order to accurately determine your tax code and tax/NI contributions. We also share information such as detail on and student loans or	7 years after your last day of employment
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		any paper copies, shredded.		attachment of earnings with our payroll provide who are currently Haines Watts. Haines Watts use a payroll software called IRIS. Shire will release all funds to you directly, not our payroll provider. Details shared with our payroll provider will be kept for 7 years after your last day of employment.	
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Please note in the unlikely event we are unable to find you a suitable position, Shire will store your personal data for as long as we deem necessary unless you advise otherwise. Your personal data will help us accurately match your skill set, location, personal preferences, pay expectation and training to potential vacancies. We will constantly review how necessary storing your data is to your potential employment and will act upon any consent withdrawals appropriately.

Your rights

- Amend or change any personal information
- Request copies of your personal data held on file
- Request that all personal data held on file be deleted
- Raise any concerns with Shire if you feel your data has been incorrectly managed
- Withdraw any consent given to use your personal details
- Manage your contact preferences at anytime via our website

If you wish to enforce any of the above, please advise your allocated point of contact who will handle your request and respond to you in writing. All data erasing and transfer requests will be actioned within 4 weeks from the initial request.

Our promise to you

- If we change the way we use your data, you will be advised
- If we use your data in any other way intended by error, you will be advised
- We will respect all data collated and ensure we constantly review our internal systems to ensure your data remains safe

Shire’s Data Protection Officer is James Greany and our Privacy policy is available upon request or can also be downloaded from our website.

For more information on GDPR please contact shire on 01707802381 or email info@shire-hcs.co.uk