



Temporary Worker Privacy Notice

This notice describes how the City of London Corporation (“the City Corporation”) as a data controller collects and uses the personal information about you that you provide when applying for temporary engagement in accordance with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The Notice will be reviewed periodically and may be updated at any time.

The City Corporation’s Data Protection Officer is the Comptroller and City Solicitor and can be contacted at information.officer@cityoflondon.gov.uk.

The categories of data for temporary workers that we collect, process, hold and share

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed i.e. anonymised data.

Examples of the categories of personal information we will collect, process, hold and share about you include:

Personal data

- Personal and contact details such as name and address
- Results of pre-engagement screening checks such as, criminal record checks
- National Insurance Number
- Date of Birth

Why we collect and use this information

Personal data will be processed only in the following circumstances:

1. for the purposes of prevention/detection of crime in particular for instances of fraud.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest (or otherwise for our legitimate interests), such as for preventing fraud.

The lawful basis on which we process this information

Your personal data will be processed only when there is a legal basis to do so. Processing your personal data will only take place in one or more of the following circumstances:

1. Where it is necessary in the public interest.
2. Where point 1 does not apply, where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
3. In limited circumstances, with your explicit written consent.

Collecting this information

The majority of information that we collect will have been supplied by you in the course of the application process e.g., from your agency application.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Sharing this information

We share your data with the National Fraud Initiative (NFI) for the purpose of undertaking checks in relation to instances of fraud, further information on this can be found at:

<https://www.cityoflondon.gov.uk/about-us/access-to-information/national-fraud-initiative>.

Storing this information

We hold applicant data for a reasonable period in accordance with legal requirements and this will generally be destroyed 12 months after your last working day with the City Corporation. A Temporary Worker Privacy Notice is provided to all temporary workers on applying for a temporary engagement.

We will not share your data with any third parties for marketing purposes. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

Consent

If we have consent to use your personal information for any particular reason, you have the right to remove your consent at any time by contacting the Information Compliance Team.

International data transfers

Temporary worker related personal data held directly by the City Corporation is not routinely transferred to countries outside the UK. However, certain data processed by third parties on behalf of the City Corporation may be transferred, for instance organisations based outside the UK or operating on a global basis may need to transfer or store your data outside the UK. We will put in place additional protections on your personal information if it leaves the UK ranging from secure way of transferring data to ensuring we have a robust contract in place with that third party. Links to each organisation's privacy notice will also be supplied where this occurs.

Your rights regarding your personal information

Under data protection legislation, you have the right to request access to information about you that we hold, also known as a Subject Access Request. You will not have to pay a fee to access your personal information (or exercise any of the other rights listed below). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive or we may refuse to comply with the request in such circumstances.

You also have the right to:

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

To make a Subject Access Request or to verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we

transfer a copy of your personal information to another party, please contact the Information Compliance Team at information.officer@cityoflondon.gov.uk.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, these should be addressed to: Information Compliance Team, Comptroller and City Solicitor's Department, City of London, PO Box 270, Guildhall, London, EC2P 2EJ, UK; or email: information.officer@cityoflondon.gov.uk.

Further information

If you would like to discuss anything in this privacy notice, please contact the City Corporation's Data Protection Officer at information.officer@cityoflondon.gov.uk.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.