



Fab Supply Ltd

Privacy Notice for Third-Party Data Collection

Company Contact Information

Data Protection Officer: Info@fabsupply.co.uk

Document: Privacy Notice (when data is obtained from a third party)

Subject: Data Protection

Effective Date: 01/07/2024

Introduction

Fab Supply Ltd is a leading recruitment firm dedicated to matching talented individuals with outstanding opportunities. In the course of our operations, we handle personal data, which may include sensitive information. Our primary objective is to provide top-notch recruitment services, and in this process, Fab Supply Ltd acts as a data controller. We may collect your personal data directly from you through various means such as application forms, registration forms, or via our website. Additionally, we may receive your personal information from third-party sources such as job boards.

To ensure transparency and compliance with data protection laws, we have outlined how we collect, use, and protect your personal data in this notice.

1. Data Collection and Usage

Purpose and Legal Basis for Processing

Fab Supply Ltd collects and processes personal data to deliver effective work-finding services. This includes activities such as:

- Contacting you about potential job opportunities.
- Evaluating your suitability for available roles.
- Maintaining and updating our database.
- Proposing you for job placements.
- Managing payment arrangements and other administrative tasks.
- Enhancing our services and relationships with both clients and candidates.

In specific circumstances, we may process your data to comply with legal requirements, investigate incidents, or conduct internal audits to demonstrate adherence to industry standards.

Personal Data Collected:



- **Basic Information:** Name, contact details, educational background, and work history.
- **Sensitive Information:** Criminal record details, identity verification documents, payroll information.

2. Legal Grounds for Data Processing

Fab Supply Ltd relies on legitimate interests to process your personal data, which include:

- Maintaining accurate and current records of candidates.
- Seeking consent for specific processing activities when necessary.
- Providing work-finding services, including sharing your details with potential employers if you have expressed interest in relevant roles.

3. Data Sharing and Recipients

We may share your personal and sensitive data with the following parties:

- **Educational and Childcare Institutions:** Schools, nurseries, colleges.
- **Prospective Employers:** For reference checks or job applications.
- **Professional Bodies:** Such as the Recruitment and Employment Confederation (REC).
- **Service Providers:** Including payroll processors and IT support.
- **Regulatory and Law Enforcement Agencies:** Including the Police, HMRC, and the Disclosure and Barring Service (DBS).

4. Data Retention Policy

Fab Supply Ltd will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, in accordance with legal and regulatory requirements. For instance:

- **Work-Seeker Records:** Kept for at least one year following creation or after the last provision of work-finding services, as per the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
- **Payroll and Tax Records:** Retained as required by HMRC and other relevant legislation.

Where consent is the basis for processing, we will seek further consent if needed beyond the original retention period. If you withdraw consent, we will cease processing your data in line with legal obligations.

5. Your Rights Under Data Protection Laws

You have the following rights concerning your personal data processed by Fab Supply Ltd:



- **Right to Information:** About how your data is processed.
- **Right of Access:** To your personal data.
- **Right to Rectification:** Of inaccurate personal data.
- **Right to Erasure:** Of your personal data in certain situations.
- **Right to Restriction:** On processing your personal data.
- **Right to Data Portability:** In specific circumstances.
- **Right to Object:** To processing based on legitimate interests or public interest.
- **Right Against Automated Decisions:** That significantly affect you.

If you have consented to the processing of your data, you have the right to withdraw this consent at any time by contacting our Data Protection Officer at dpo@fabsupply.co.uk. In some cases, we may still need to process your data for legal reasons, which we will communicate to you clearly.

For concerns or complaints, you can also reach out to the Information Commissioner's Office at 0303 123 1113 or visit their website at [ICO Concerns](#).

6. Reporting Concerns and Complaints

For complaints or queries about this privacy notice or related procedures, please contact our Data Protection Officer at Fab Supply Ltd, Beech House, Park West, Sealand Road, CH1 4RJ, or via email at dpo@fabsupply.co.uk.

Should you feel that your data protection rights have been violated, you may also contact the Information Commissioner's Office or other relevant supervisory authority.

Modern Slavery Act Statement

Fab Supply Ltd is dedicated to combating modern slavery and human trafficking. In compliance with the Modern Slavery Act 2015, we ensure that our business practices and supply chains are free from such practices. We are committed to transparency and ethical conduct, and we continuously strive to improve our processes to protect against modern slavery in any form. Our policies, including our Anti-Slavery and Human Trafficking Policy, reflect our commitment to this cause, and we expect the same standards from our suppliers and partners.

For more information or to report concerns related to modern slavery, please contact our Data Protection Officer or consult the UK Modern Slavery & Exploitation Helpline at 0800 0121 700.
