

1. Contacting us

If you have any concerns or would like more detail about how we process your Personal Data, you can contact us on 01542 831296.

Protecting Your Personal Data

Your Personal Data isn't just protected by the quality, commitment and high standards of Associated Seafood's, it's also protected by law. The law states that we can only process your Personal Data when there is a genuine reason to do so and it must be one of the following:

- To fulfil any contract that we have with you
- We have a legal obligation
- Where you have consented to the processing
- When it is in our legitimate interest
- When it is in the public interest
- When it is in your vital interests

Legitimate Interests

When we have a business or commercial reason to process your Personal Data this is referred to as a legitimate interest. Your Personal Data is still protected and we must not process it in a way that would be unfair to you or your interests.

If we do use legitimate interests as a reason to process your Personal Data we will tell you that we are doing so, what our legitimate interests are and provide you with a method to raise any questions or objections you may have. However, compelling grounds for processing such information may over-ride your right to object.

How long we keep your Personal Data

Whenever your data is kept by Associated Seafood's we will ensure that it is appropriately protected and only used for acceptable purposes.

We will keep your data for the period that you are with Associated Seafood's.

If you no longer wish to allow Associated Seafood's to keep your data, we will only keep your data for the minimum length of time required to comply with the purposes set out in this policy and relevant legal or regulatory obligations. Your Personal Data may be kept longer if we cannot delete it for technical reasons.

For further information on how long we keep your data please review our Data Retention Policy.

Why & How we process your Personal Data

Legal Basis for Processing – Initial Contact i.e. registration

Source of personal data	Forms to provide	Legitimate interests 1	Performance of a contract	Consent 2	Legal obligation 3
Additional Documents				Form – HR0109A Consent Form	

Legal Basis for Processing – Ongoing Contact i.e. assigned to role, offered positions.

Source of personal data	Performance of a contract	Consent	Legal obligation	Vital interests 4
Face to face / walk-in / telephone Candidate uploads CV or applies via job board	Yes, as we will require to keep in touch with you in regard to the ongoing aspects of your assignments or future assignments and sharing your agreed data with clients.	Yes, if you have agreed to register with us for work opportunities you will be required to consent to be contacted. Any removal of consent will result in your removal from our database.	Yes, as required ongoing to process payroll and also needed for HMRC and DWP purposes.	N/A
Additional Documents			Form – HR109A Consent Form	

If you choose not to provide your Personal Data it may prevent us from meeting legal obligations, fulfilling a contract, or performing services required to run your account. Not providing your Personal Data may mean we are unable to provide you with any work-finding services.

Information Collected

The information and data about you which we may collect, use and process includes the following:

- Information that you provide to us by filling in forms on the Website or any other information you submit to us via e-mail or face-to-face,
- Records of correspondence, whether via email, telephone, face-to-face or other means.

Where it is reasonable for us to do so and not detrimental to your rights and freedoms, we collect Personal Data from publicly available sources such as internet searches, Companies House, and broadcast media.

Social Features of Our Products

If you choose to participate in any of the social features that we provide with our products (such as blog posts) Associated Seafood's may store, record or otherwise process this data.

Personal Data we share with others

We may share your Personal Data within Associated Seafood's and with these other organisations:

- Law enforcement agencies, regulators and other authorities
- Fraud prevention agencies
- Identity verification agencies
- Third parties necessary to provide you services with Associated Seafood's including our clients, payroll company and our CRM system.

Where your Personal Data is transferred outside of the European Economic Area ("EEA"), we require that appropriate safeguards are in place.

We may also disclose personal information to other companies within associated or subsidiary companies and to business partners, or successors in title to our business.

Data Transfer Outside the EEA

We will only transfer your Personal Data outside of the EEA where:

- You have given your explicit consent, or
- It is necessary for us to set up or fulfil a contract you have entered into with us; or
- To comply with a legal duty or obligation

If we do transfer your Personal Data outside of the EEA, within the group or to our business partners, we will take measures to ensure it is protected to the same standards as it would be within the EEA by relying on one of the following:

- The country that is receiving your Personal Data has been found by the European Commission to offer the same level of protection as the EEA. More information can be found [on the European Commission Justice website](#).
- We will use contracts that require the recipient to protect your Personal Data to

the same standards as it would be within the EEA

- Where the transfer is to the USA and the recipient is registered with Privacy Shield. Privacy Shield is a framework that ensures Personal Data is protected to a level approved by the EU. Read more about Privacy Shield [on the European Commission Justice website](#).

In some instances we may be compelled by law to disclose your Personal Data to a third party and may have limited control over how it is protected by that party.

Your rights over your Personal Data

We will assist you if you choose to exercise any of your rights over your Personal Data,

including:

- Withdrawing your previously granted consent; however, this will not invalidate any

previously consented processing

- Lodging a complaint with any relevant Data Protection Authority
- Access to your Personal Data that we hold or process
- Correction of any Personal Data that is incorrect or out of date
- Erasure of any Personal Data that we process
- Restrict processing of your Personal Data in certain circumstances
- Asking us to provide you or another company you nominate with certain aspects of your Personal Data, often referred to as 'the right to portability'
- The ability to object to any processing data where we are doing it for our legitimate interests
- The ability to contest a decision made entirely by automated processing, to express your point of view and to request that a human review the decision

For more information on these rights you can contact

Changes to our Privacy Statement

We may update this policy from time to time, so please review it frequently.

If any material changes are made to this Privacy Policy we will use reasonable endeavours to inform you in advance by email, or other agreed communications channels. We will communicate the changes to you in advance, giving an appropriate amount of time for you to consider and understand the changes before they become effective.

We will not enforce material changes to the Privacy Policy without your express consent. If you decline to accept the changes to the Privacy Policy, or otherwise do not accept the changes within the time period, we may not be able to employ.