



I hereby give my consent to the Company "Switch Sourcing Services Ltd" A Recruitment Sourcing Company involved in the recruiting and sourcing of self-employed contractor drivers residing at Suite 20 The Wenta Business Center Innova Park Enfield EN3 7XU to process the following information:

Personal data

- Name
- Date of birth
- Contact details including but not limited to; telephone number, email address and postal address
- Experience, training, and qualifications
- CV
- Next of Kin Details
- National insurance number
- Passport
- Driving Licence
- Proof Of Address - Utility Bill , Bank Statement or Council Tax
- Right to Work Documents
- DVLA Share File

Sensitive personal data

- [Disability/health condition relevant to the role]
- [Criminal conviction]

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to clients to provide me with work-finding services.
- For the Company to process my data on a computerised database to provide me with work-finding services.

I consent to the Company processing and sharing my personal data with third parties including but not limited to [Adwa International Logistics Ltd] for the purposes of work finding services, internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations. A copy of this consent form will be shared with the third party company.

Switch Sourcing Services LTD works with a range of employed workers and self-employed recruitment contractors or in some cases we subcontract out the sourcing of contractor drivers to third party companies. Nevertheless these companies, self-employed contractors and workers do not at any time share your data with any other companies other than that stated on this form above.

I also consent to Switch Sourcing Services checking the details I have provided in support of this application against the various data sources in order to verify my identity and process the application. These details may



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be recorded and used to assist other organisations, such as Access NI, NMC, Safeguarding Team, NISCC, etc.

**Please refer to the privacy notice provided by Access NI regarding how they process your information when completing criminal record checks and disclosures. This privacy policy can be found online at the Access NI website by visiting <https://www.justice-ni.gov.uk/publications/an-i-privacy>.**

The consent I give to the Company will last for five years.

I am aware that I have the right to withdraw my consent at any time by informing the Company in writing that I wish to do so.

**Name** \_\_\_\_\_

*(Please print)*

**Signed** \_\_\_\_\_

**Date**



### Data Protection

Switch Sourcing Services provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as data controllers. This is why we have asked for your personal data on this form. When we process your personal data, we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see our Privacy Statement in Annex A.

### Privacy Statement

The Company is a recruitment and sourcing business which provides work-finding services to its clients and work-seekers. The Company 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 give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you, we will only use your personal data in accordance with the terms of the following statement.

#### 1. Collection and use of personal data

##### **a. Purpose of processing and legal basis**

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purpose of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have



- To fulfil a contractual obligation that we have with you

#### **b. Legitimate interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

The organisation has a legitimate interest in processing personal data during the recruitment process and in keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

#### **c. Recipient/s of data**

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with you.

- Former employers to obtain references for you,
- Vetting services [Access NI, the Disclosure and Barring Service] to obtain criminal records checks (if a requirement of the job role)
- Regulatory bodies RQIA and NISCC (healthcare workers only)
- Security Vetting (if deemed appropriate for the role)



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### **d. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- We will be unable to process your application for work any further

### 2. Overseas transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland, and Liechtenstein.

### 3. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay, and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security, and tax legislation.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy. Upon the 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 data and sensitive personal data.

### 4. 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 the erasure of your personal data in certain circumstances.
- The right to restrict the 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.



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- 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 Dawit Norval at [dpo@switchsourcingservices.com](mailto:dpo@switchsourcingservices.com)

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

If you believe that any of the data that the Company processes are 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.**

### 5. Automated decision-making

Recruitment processes are not based solely on automated decision-making.

### 6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact:

**Dawit Norval**

**Data Protection Officer**

Switch Sourcing Services Ltd  
The Wenta Business Centre,  
Innova Park,  
Enfield  
EN3 7XU

Telephone: 0208 159 1159

Email: [dpo@switchsourcingservices.com](mailto:dpo@switchsourcingservices.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.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Switch Sourcing Services will be entitled to either charge the client an introduction / transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).



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**Name**

**Signed** \_\_\_\_\_

**Date**