



Privacy Notice (How we use Associate staff information)

The categories of information that we process include:

- personal information (Name, Address, Mobile Number, Email Address)
- contract information (such as start date, company name, role, rates)
- timesheet information (number of days worked, working locations, work summary)
- curriculum vitae information (contact details, skills, previous employment history, education)

Why we collect and use associate staff information

We use associate staff information to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable associate companies to be paid
- d) enable associates' staff to be matched with client projects
- e) enable monitoring of selected protected characteristics

Collecting associate staff information

We collect personal information via timesheets, contracts and curriculum vitae.

Associate staff information is essential for Through Technology's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing associate staff information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact enquiries@throughtechnology.uk

Who we share associate staff information with

We routinely share this information with:

- Those clients with whom you are engaged with Through Technology to demonstrate capability and support reporting and billing
- Other Through Technology Associates to enable collaborative working.
- Prospective clients to demonstrate capability.

Why we share associate staff information

We do not share information about our workforce members with anyone without consent

unless required to by law or as stated above.

Your rights and requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officers (Peter Hanney or John Waddington) via enquiries@throughtechnology.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Peter Hanney or John Waddington in person or via enquiries@throughtechnology.uk