

## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the General Data Protection (GDPR).

## 2. Responsibilities

2.1 The Data Officer (HR Manager) is responsible for ensuring that this notice is made available to data subjects prior to the Company collecting/processing their personal data.

2.2 All employees/staff of the Company who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secure.

## 3. Privacy Notice

This notice explains what personal information (RTIS) hold about you, how we collect it, and how we use and potentially share information about you provide us. We are required to notify you of this information under data protection legislation.

### 3.1 Who collects the information

RT Infrastructure Solutions LTD, 91 Dales Road Ipswich, Suffolk IP1 4JR is a "data controller" and gathers and uses certain information about you.

### 3.2 Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

### 3.3 The information we collect and hold

RTIS may collect the following information:

- Your name and contact details (address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Limited Company/Umbrella company details
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees.
- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- Information regarding your academic and professional qualifications;
- Information regarding your criminal record, in criminal records certificates and enhanced criminal records certificates;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence.

*Some of the categories listed may not apply to you.*

### **3.4 Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes:

- to take steps to enter into a contract;
- for compliance with a legal obligation (for example, our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

### **3.5 How we collect the information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

### **3.6 How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as but not limited to—

- Rail clients;
- For recruitment purposes;
- Sentinel
- Training Providers
- Rail Sponsors

Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

### **3.7 Where information may be held**

Information may be held at our office and those of our service providers as described above.

### **3.8 How long we keep your information**

We keep your information for no longer than is necessary for the purposes for which the personal information is processed. How long we keep your information will depend on the nature of the information concerned and the purposes for which it is processed.

### **3.9 Your rights to correct and access your information and to ask for it to be erased**

Please contact Nadine French, HR Manager 01473 242354 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all the information we hold and process to be erased (known as the “right to be forgotten”) in certain circumstances. We will provide you with further information about the right to be forgotten, if you ask for it.



### **3.10 Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **4. How to complain**

We hope that Nadine French, HR Manager can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Mr A Thorpe  
Managing Director  
RT Infrastructure Solutions Limited