

Privacy Policy

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| Document Name | Privacy Policy |
| Version Number | 2 |

1. Introduction

Company Name: Delton Contracts Services Ltd.

Registered Address: 37, Riverside Estate, Rochester ME2 4DP

Contact Details: 08000 584669

Data Protection Officer / Privacy Contact: ☎ 08000 584669. ✉ info@deltoncontracts.co.uk

Delton Contracts Services Ltd. is a recruitment and labour-supply business that provides work-finding services to clients and work-seekers. In order to provide these services, the Company must process personal data. For the purposes of data protection law, the Company acts as a Data Controller.

We are committed to protecting your personal data and complying with all applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Collection and Use of Personal Data

You may provide your personal data to the Company directly, including via:

- application or registration forms
- our website or mobile applications
- email, telephone or other correspondence

We may also collect personal data from third-party sources such as:

- job boards
- clients
- referees
- other recruitment agencies in the supply chain

We will only use your personal data in accordance with this Privacy Policy.

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2(a). Purpose of Processing and Legal Basis

The Company collects and processes personal data for the purposes of providing work-finding and recruitment services. This includes, but is not limited to:

- identifying and assessing suitability for work opportunities
- contacting you regarding assignments or vacancies
- submitting your details to clients
- managing our databases and records
- arranging payroll, payments, statutory entitlements and benefits
- complying with legal and regulatory obligations
- managing our relationship with you and our clients
- improving and developing our services

We may also process personal data for:

- the prevention, investigation and detection of crime
- compliance with legal, regulatory and industry standards
- internal audits and compliance reviews

Legal bases relied upon include:

- Legitimate interests
- Legal obligations
- Contractual necessity

2(b). Legitimate Interests

Where we rely on legitimate interests, these include:

- matching candidates with suitable work opportunities
- sharing relevant information with clients when you have expressed interest in specific roles
- maintaining accurate and up-to-date work-seeker records
- contacting you about opportunities aligned with your experience and preferences
- requesting consent where required (e.g. marketing communications)

We ensure our legitimate interests do not override your rights and freedoms.

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2(c). Statutory and Contractual Requirements

The Company is legally required to collect and process certain personal data to comply with:

- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- Immigration, tax and payroll legislation
- Health & safety and safeguarding requirements (where applicable)

Clients may also require certain personal data as part of contractual arrangements.

If you do not provide required data, we may be unable to provide work-finding services.

2(d). Recipients of Data

Your personal data may be shared with:

- clients to whom we introduce or supply workers
- former or prospective employers for reference purposes
- payroll providers (e.g. Sage / TempAid or equivalent)
- accountants and professional advisers
- recruitment agencies within the supply chain (e.g. master or neutral vendors)
- regulatory bodies or auditors where legally required

We only share data where necessary and appropriate safeguards are in place.

3. Data Retention

The Company retains personal data only for as long as necessary and in line with legal requirements.

Examples include:

- Work-seeker records: minimum 1 year from creation or last provision of work-finding services
- Payroll, tax, holiday pay, SSP and pension records: 3–6 years, in accordance with HMRC and employment legislation
- Retention periods may vary depending on legal or contractual obligations.

4. Your Rights

- Under data protection law, you have the right to:
- be informed about how your data is used
- access your personal data
- request correction of inaccurate or incomplete data
- request erasure of your data in certain circumstances
- restrict processing of your data

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- data portability (where applicable)
- object to processing based on legitimate interests
- not be subject to automated decision-making or profiling
- withdraw consent at any time (where consent is the lawful basis)

To exercise your rights, please contact the Company using the details above.

Withdrawal of consent does not affect lawful processing already carried out.

In some circumstances, we may still need to retain or process data to comply with legal obligations – where this applies, we will explain why.

5. Cookies

Our website may use cookies – small text files stored on your device – to:

- ensure website functionality
- improve performance
- personalise content

Most browsers allow control of cookies through settings. Please note that disabling cookies may affect website functionality.

6. Links to External Websites

Our website may contain links to third-party websites. The Company is not responsible for the privacy practices of external sites. We encourage you to review their privacy policies separately.

This Privacy Policy applies only to data collected by Delton Contracts Services Ltd.

7. Sale or Transfer of Business

If the Company is sold, merged or integrated with another business, personal data may be disclosed to advisers and prospective purchasers and transferred to new owners in accordance with data protection law.

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8. Data Security

The Company takes appropriate technical and organisational measures to safeguard personal data, including:

- restricted access controls
- password-protected systems
- firewalls and secure IT infrastructure
- access limited to staff who require information for legitimate business purposes

While we take reasonable precautions, no method of transmission over the internet or via email is completely secure.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website and will include revision dates.

10. Complaints

You have the right to lodge a complaint with the Information Commissioner's Office (ICO):

 www.ico.org.uk

We encourage you to contact us first so we can address your concerns directly.