



Privacy Policy

Last Reviewed - April 2020

Introduction

I-BOS Interiors respects your privacy and is committed to protecting your personal data. This privacy policy explains how and why we use your personal data.

We will always protect personal data and, as part of this, we regularly review our privacy notice so that you can see how we use your data and what your options are.

If there are any further changes to the General Data Protection Regulation (GDPR) or related laws, we may need to amend this statement in the future.

We, I-BOS Interiors, whose registered address is 2 Castle Lane, Penistone, Sheffield, S63 6AH are the 'data controller' for the purposes of data protection law.

If you have any questions relating to this privacy policy or how we use your personal data, please contact our Compliance Director, Petula Ray, at admin@ibosinteriors.co.uk or post them to the address above.

The data we collect about you

We will collect and use your personal data (this means any information which identifies you, or which can be identified as relating to you personally, such as your name, address, birth date or NI Number). We will only collect the personal data that we need and will make it clear at the point of collection why we are collecting it.

I-BOS Interiors Employees:

Personal data may include (but is not restricted to):

- Next of Kin and emergency contact number
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, national insurance number and tax status information
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Contractual Information
- Performance Information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data

Applicants

If you register interest in applying for a vacancy with I-BOS Interiors or submit an application for a vacancy, we will collect:

- Contact Details
- National Insurance Number
- References
- Evidence of Qualifications
- Notes taken during the selection process

Information we collect will be used by us to process and progress your application and to complete our onboarding processes should you go on to be employed or engaged by us.

Suppliers and third-party service providers (including individual contractors)

We may collect personal data including your name, National Insurance Number, Unique Taxpayer Number, email addresses, telephone numbers and other business contact information for the purposes of receiving services or quotations, managing relationships, providing services to our clients and operating our business.

We may use and disclose the information we collect in such manner as we believe to be necessary to enable us to carry out our business and to receive the services being provided. This includes the use of personal information in connection with billing, invoicing, payment and legal enforcement.

How we use personal data

The data is collected to enable the business to operate, including to:

- Pay employee salaries
- Facilitate the recruitment process
- Support effective performance management

We will only collect and use personal information about you when the law allows us to. This includes (but is not restricted to) when we are required to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

Additionally, although less frequently, we may also use personal information about you where:

- You have given consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

How we share personal data

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where we store personal data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our statutory requirements.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that I-BOS Interiors holds about them. If you make a subject access request, and if we do hold information about you, upon request, we will:

- Give you a description of the data
- Tell you why we are holding and processing it, and how long we will keep the information for
- Tell you who the information has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any potential consequences
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our Compliance Director, Petula Ray at admin@ibosinteriors.co.uk.

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights please contact our Compliance Director, Petula Ray, at admin@ibosinteriors.co.uk.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Compliance Director, Petula Ray, at admin@ibosinteriors.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 1231113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF