



The **ARMULTRA** Group
Armultra Ltd & Lobec Fabrication Services Ltd

Armultra House, Hewett Road, Gapton Hall Industrial Estate,
Great Yarmouth, Norfolk, NR31 0RB.

T: +44 (0)1493 652150 / E: sales@armultra.co.uk / E: sales@lobec.net



Data Protection Policy Statement

Armultra Ltd and Lobec Fabrication Services Ltd holds employee's and prospective employees' data for its business needs. Internally, the need for this data is for accounting, legal and Health and Safety requirements but as a business service it also provides manpower resources to its clients (work-filling services and work-seekers). To fulfil these requirements and provide these services Armultra Ltd and Lobec Fabrication Services Ltd must process personal data (including sensitive personal data) and in doing so, the Company acts as a data controller.

Armultra Ltd and Lobec Fabrication Services Ltd have a legal basis for processing this personal data as it is needed in the normal day to day running of the Company and for providing prospective employees with work-finding services.

Armultra Ltd and Lobec Fabrication Services Ltd will only use your personal data in accordance with the following statement.

1. Collection and use of personal data

a) Purpose of processing and legal basis

Armultra Ltd and Lobec Fabrication Services Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of employment and/or providing you with work-finding services. This includes for example, contacting you about work opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for work opportunities, employing you, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases 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 business 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 Armultra Ltd and Lobec Fabrication Services Ltd 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 Armultra Ltd and Lobec Fabrication Services Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Our legitimate interest is based on that a candidate who freely offers their personal data to Armultra Ltd and Lobec Fabrication Services Ltd would expect their data to be processed to enable Armultra Ltd and Lobec Fabrication Services Ltd to offer work finding services and share personal data with clients to facilitate work. We also hold personal data after the completion of work finding services to enable us to further communicate to ensure the client is satisfied with placement and there are no further issues or problems. Equally we maintain personal data to



The **ARMULTRA** Group

Armultra Ltd & Lobec Fabrication Services Ltd

Armultra House, Hewett Road, Gapton Hall Industrial Estate,
Great Yarmouth, Norfolk, NR31 0RB.

T: +44 (0)1493 652150 / E: sales@armultra.co.uk / E: sales@lobec.net



enable future communications should the individual wish to engage our work finding services again.

c) Recipient/s of data

Armultra Ltd and Lobec Fabrication Services Ltd will process your personal data and/or sensitive personal data with the following recipients:

- Our clients when we are offering you up for service to aid in the facility of work finding services.

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.

2. Data retention

Armultra Ltd and Lobec Fabrication Services Ltd 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.

We must also keep your payroll records, holiday pay, sick pay and pension's 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 name, date of birth and contact details including email address and telephone numbers
- rates of pay, reference details (opt), NI number & proof to work in the UK or proof of identity, criminal record (if applicable to the job) - Details of your qualifications, skills and experience and employment history, including start dates and end date, reasons for leaving, further information on job specifics - Details of any disciplinary or grievance procedures in which you have been involved, including warnings issued to you and the related correspondence
- Any other information relating to aiding us in providing work-finding services
- Any other information you wish to provide or any other information which is related to our working finding services

We will do so in line with our retention policy. Upon 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/ sensitive personal data

3. 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 erasure of your personal data in certain circumstances;
- The right to restrict 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;



The ARMULTRA Group
Armultra Ltd & Lobec Fabrication Services Ltd

Armultra House, Hewett Road, Gapton Hall Industrial Estate,
Great Yarmouth, Norfolk, NR31 0RB.

T: +44 (0)1493 652150 / E: sales@armultra.co.uk / E: sales@lobec.net



- 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 Armultra Ltd and Lobec Fabrication Services Ltd processing your personal data/sensitive personal data you have the right to withdraw that consent at any time by contacting Armultra's HR /Resources Manager who handles data protection issues and, where applicable, any representative of the controller.

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 your data that Armultra Ltd and Lobec Fabrication Services Ltd processes is 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.

4. Complaints or queries

If you wish to complain about this Data Protection Policy Statement or any of the procedures set out in it please contact: Armultra's HR/Resources Manager who handles data protection issues and, where applicable, any representative of the controller.

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.

Signed.......... Tom Beales
Director, Armultra Ltd

Dated.....4.1.22.....