**Readymoney Beach Shop: Staff/Candidate Privacy Notice**

**Identity and contact details of employer**

Victoria Clark, trading as Readymoney Beach Shop

c/o Hope Barn, Fowey, PL23 1HQ

**Description of personal data collected**

Candidates

Name. Address. Telephone number. Email address. Work history. For details of information collected by Indeed.co.uk for recruitment purposes, please follow the link below

<https://www.indeed.co.uk/legal#privacy>

Staff

In addition to information above obtained at recruitment stage: Date of birth. National Insurance number. Bank details. Next of kin/emergency contact details.

**Purposes for processing data**

Candidates

Information provided into order to assess suitability for advertised role and to determine whether candidate should be short-listed for interview.

Staff

Information provided to enable wages to be paid via PAYE with payslips provided.

**Legal basis for processing**

Candidates

Information provided by consent when applying for advertised role

Staff

Provided by consent as above and also on the basis of legal obligation to allow reporting to HMRC for PAYE purposes

**Who personal data is shared with**

Candidates

Obtained either via recruitment site such as Indeed.co.uk or by direct application. Information relating to unsuccessful candidates is not shared with any person or organisation.

Staff

Data shared with HMRC in order to pay wages via HMRC. Staff PAYE data may be shared with an accountant if one is appointed. Should an accountant be appointed this notice will be updated to include their details and no appointment will be made without Victoria Clark having first obtained confirmation that the accountant’s own practice is GDPR compliant.

**Whether personal data transferred outside EEA and details of safeguards in place to protect security data**

Data provided by way of Facebook Messenger, Yahoo or Gmail email may involve that data being processed by or held on servers outside of the [EEA](https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.gov.uk%2Feu-eea&h=ATPaQnp6hjMwFK_Qggrq7j6V5XibKb9449nme9cqJrvOEpj5QXFbKYXqa7jLThSuClU9vRJ6BupmH50m5TaJSziFEGsmg1WJTHjqjLjqwaToEKrF5hD9yslM)(European Economic Area). The privacy policy in respect of each of these organisations (which typically use servers based in the US) can be found by following the links below.

<https://policies.yahoo.com/ie/en/yahoo/privacy/topics/datatransfer/index.htm>

<https://www.facebook.com/business/gdpr>

<https://privacy.google.com/businesses/compliance/#?modal_active=none>

**How long personal data is kept**

Candidates

Candidate data will be retained until the position is filled and will then be deleted (or archived in accordance with Indeed.co.uk’s practice) 6 months after the end of the recruitment period.

Staff

HMRC rules state that PAYE and payroll data must be kept for at three years after the end of the tax year to which they relate. Other employee records such as contracts, appraisals etc will be kept for 6 years after the employee’s leaving date.

**Details about employees rights in relation to personal data**

Both candidates and staff have to right to request that any incorrect information held be rectified. Such request should be made via email to Victoria Clark at readymoneybeachshop@gmail.com and will be responded to within 40 days.