

Data Privacy Notice

Company Name:	'PROMAN' is the trading name of all companies of the PROMAN group including PROMAN Supply Chain Ltd, PROMAN Managed Services Ltd and PROMAN Recruitment Ltd ('the Company'), trading as Winsearch for permanent recruitment
Company Contact details:	PROMAN Group Head Office, Building 2, Think Park, Mosley Road, Trafford Park, Manchester, M17 1FQ
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Who we are and how this notice applies

PROMAN is a recruitment business which provides work-finding services to its clients and work-seekers, and permanent recruitment and executive search services under the Winsearch brand. In providing these services, PROMAN acts as a data controller of your personal data.

You may give us your personal details directly, for example on an application or registration form, through our website, or during a conversation with one of our consultants. We may also collect your details from another source, such as a job board, professional networking site, or a referral from someone else. We must have a lawful basis for processing your personal data, and we will only use it in accordance with this notice and current UK data protection law, principally the UK General Data Protection Regulation and the Data Protection Act 2018.

1. Collection and use of personal data

a. Purpose of processing and legal basis

We collect and process your personal data, which may include special category data, for the purposes of providing work-finding and recruitment services. This includes, for example, contacting you about roles, assessing your suitability for a role, keeping our records up to date, putting you forward to clients, arranging payment for work undertaken, and developing and managing our relationship with you and our clients.

We may also use your data to investigate, report and detect crime, to comply with laws that apply to us, and during internal audits to demonstrate compliance with legal requirements and industry standards such as those of the Recruitment and Employment Confederation.

The lawful bases we rely on are:

- Your consent, where we have asked for it and you have given it.

- Our legitimate interests, or those of a third party, where these are not overridden by your interests or fundamental rights.
- Compliance with a legal obligation that applies to us.
- Performance of a contract with you, or taking steps at your request to enter into one.

Where we process special category data (such as health information or criminal offence data), we rely on one of the specific additional conditions set out in Annex A to this notice, most commonly that processing is necessary for compliance with employment, social security or safeguarding obligations, or because you have given your explicit consent.

b. Legitimate interests

Where we rely on legitimate interests, these are:

- Managing our database and keeping work-seeker and candidate records up to date.
- Providing work-finding and recruitment services to you and to our clients.
- Contacting you to seek your consent where we need it.
- Telling you about other roles or services similar to those you have used or expressed interest in.

We only rely on legitimate interests where this is reasonable and does not go against what you would reasonably expect from us. You have the right to object to processing carried out on this basis - see 'Your rights' below.

c. Statutory and contractual requirements

We have certain legal and contractual requirements to collect personal data, for example to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, right to work and immigration legislation, tax legislation, and, in some circumstances, safeguarding requirements. Our clients may also require this data as a condition of using our services.

If you do not provide the personal data we need to meet these requirements, we may not be able to continue providing work-finding services to you, or to fulfil a contract to pay you for work undertaken.

2. Categories of data

Depending on your relationship with us, we may collect and process the following categories of personal data about you:

- Identity and contact details: name, address, phone number, email address, date of birth.
- National Insurance number, nationality, and evidence of your right to work in the UK, including where this is verified using an online checking service or an accredited identity verification provider.
- Bank details, for the purposes of arranging payment.
- Emergency contact details.
- CV and application information, including work history, qualifications, education history and reference details.
- Special category data, where relevant and where we have a lawful basis to process it, including health information (such as whether you have a disability, to the extent relevant to a role or to make

reasonable adjustments) and criminal conviction or offence data (for example where a role requires a DBS check or equivalent).

3. Sources of data

In addition to information you give us directly, we may also collect your personal data from job boards (including those we use to advertise vacancies), LinkedIn and other publicly accessible professional profiles, and referrals from other people. Where we collect data about you from a source other than you directly, we will, where required, provide you with the information set out in this notice as soon as reasonably practicable.

4. Recipients of data

We may share your personal data, where appropriate and in accordance with data protection law, with:

- Clients who we may introduce or supply you to.
- Current, past or prospective employers, educators and examining bodies, for reference and verification purposes.
- Payroll service providers, umbrella companies and other payment intermediaries who help us arrange your pay.
- Other recruitment agencies and employment businesses in the supply chain.
- Third parties who carry out reference, qualification, right to work, or criminal record checks on our behalf, to the extent appropriate and lawful.
- Auditors, and tax or other regulatory authorities, where we believe in good faith that the law requires or permits us to share this data, or to demonstrate our compliance with legal and industry requirements.
- Other companies within the PROMAN group.
- Third party service providers who perform functions on our behalf, such as IT systems providers, document storage providers, and professional advisers, under an appropriate data processing agreement.
- For candidates specifically: other recruitment organisations, job boards and job aggregators, where we consider this will improve your chances of finding a suitable role.

5. Overseas transfers

We will usually process your personal data within the UK. Where we need to transfer your personal data outside the UK, for example because a client or a supplier we use is based overseas, we will only do so where the UK government has recognised that country as providing an adequate level of protection, or where we have put in place an appropriate safeguard recognised under UK data protection law, such as the International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses.

6. Data retention

We will only keep your personal data for as long as necessary for the purpose we collected it, taking into account our legal and contractual obligations. Our current practice is:

- Where we have been unsuccessful in placing you in a role, we will retain your data for 3 years from the date we created your record.

- Where we have placed you, we will retain your data for 5 years from the date of placement or the date you last worked for us, whichever is later.
- We keep records relating to your right to work in the UK for 2 years after your engagement with us ends, in line with the Immigration (Restrictions on Employment) Order.
- We keep working time records, including any 48-hour opt-out notice, for 2 years, in line with the Working Time Regulations 1998.
- We keep pay-related and other financial information, including payroll records, for 7 years to meet our legal and tax obligations.

These periods, and the periods that apply to other categories of record, are set out in full in our Data Retention Policy, available on request. Where we process your data on the basis of your consent, we will seek renewed consent on expiry of the relevant period, and will stop processing your data on that basis if you do not provide it.

7. Your rights

You have the following rights in relation to your personal data:

- The right to be informed about how we process your data.
- The right of access to the personal data we hold about you.
- The right to rectification of inaccurate or incomplete data.
- The right to erasure of your data in certain circumstances.
- The right to restrict our processing of your data in certain circumstances.
- The right to data portability, in certain circumstances.
- The right to object to processing based on our legitimate interests or carried out for a public interest purpose.
- The right not to be subject to a decision based solely on automated processing, including profiling, which produces a legal or similarly significant effect on you.
- The right to withdraw your consent at any time, where consent is the basis for our processing.

Withdrawing your consent does not affect the lawfulness of any processing carried out before you withdrew it, or processing we carry out on a different lawful basis. There may be circumstances where we need to continue processing your data for legal reasons even after a request to stop; where this applies, we will tell you and will limit our processing to what is necessary for those reasons.

To exercise any of these rights, or if you believe any data we hold about you is inaccurate or incomplete, please contact the Data Protection Officer or the Compliance Team using the details in 'Complaints or queries' below.

8. Automated decision-making

We do not currently make any decision about you based solely on automated processing, including profiling, which produces a legal effect or similarly significantly affects you. If this changes, we will update this notice to explain the logic involved, the significance and envisaged consequences of the processing, and how you can ask for a human review of the decision.

9. Cookies

Our website may use cookies and similar technologies to help it function correctly, to understand how visitors use the site, and, where you have consented, for marketing purposes. Further details of the specific cookies used, their purpose, and how to manage your preferences are set out in our website's Cookie Policy.

10. Links to external sites

Our website may contain links to third party websites, including job boards and client or partner sites. We are not responsible for the privacy practices or content of those third party sites, and we encourage you to review their privacy notices before providing them with your personal data.

11. Sale of the business

If the PROMAN group acquires, is acquired by, or merges with another business, or is in meaningful discussions about such a possibility, we may need to share your personal data with the other party involved, or transfer it to the new owner, so that our services to you can continue. We will take reasonable steps to ensure your data continues to be protected in accordance with this notice.

12. Data security

We maintain appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, and against accidental loss, destruction or damage. These include access controls, staff training, and contractual requirements on any third party who processes data on our behalf. Further detail is set out in our GDPR Data Protection Policy and GDPR Data Breach Policy, available on request.

13. Changes to this privacy notice

We may update this notice from time to time to reflect changes in our processing activities or in the law. The date at the top of this notice shows when it was last reviewed. Where changes are significant, we will take reasonable steps to bring them to your attention.

14. Complaints or queries

If you have a query about this notice, or wish to complain about how we have handled your personal data, please contact the Data Protection Officer or the Compliance Team at PROMAN Group Head Office, Building 2, Think Park, Mosley Road, Trafford Park, Manchester, M17 1FQ.

You also have the right to raise a concern with the Information Commissioner's Office, on 0303 123 1113 or at www.ico.org.uk/concerns or with any other relevant supervisory authority if your personal data is processed outside the UK, if you believe your data protection rights have not been respected.

Annex A: lawful bases for processing

Conditions for processing personal data (UK GDPR, Article 6)

- You have given consent for one or more specific purposes.
- Processing is necessary for the performance of a contract with you, or to take steps at your request to enter into one.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect your vital interests or those of another person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- Processing is necessary for the purposes of legitimate interests pursued by us or a third party, except where these are overridden by your interests, rights or freedoms.

Additional conditions for special category data (UK GDPR, Article 9, and Schedule 1 to the Data Protection Act 2018)

- You have given explicit consent for one or more specified purposes.
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement, with appropriate safeguards for your rights.
- Processing is necessary to protect your vital interests, or those of another person, where you are physically or legally incapable of giving consent.
- Processing relates to personal data you have manifestly made public yourself.
- Processing is necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.
- Processing is necessary for reasons of substantial public interest, on a basis set out in UK law, with suitable and specific measures to safeguard your fundamental rights.
- Processing is necessary for preventative or occupational medicine, assessing your working capacity, medical diagnosis, or the provision of health or social care, on the basis of UK law or a contract with a health professional, subject to appropriate conditions and safeguards.
- Processing is necessary for reasons of public interest in the area of public health, on a basis set out in UK law, with suitable and specific measures to safeguard your rights, in particular professional secrecy.
- Processing is necessary for archiving purposes in the public interest, or for scientific, historical research or statistical purposes, with suitable and specific measures to safeguard your fundamental rights.