

GDPR Privacy Statement

Supreme Recruitment LTD are a commercial recruitment business

We hold and process personal data about you in order to comply with relevant UK employment legislation such as the Asylum and Immigration Act, Working Time Regulations and Employment Rights Act.

We usually keep this information for as long as is lawfully deemed necessary. Information is retained in accordance with recommended practice (ICO, Home Office, CIPD, IAPP) which includes the Limitation Act 1980, Employment Rights Act 1996, Health and Safety Regulations 1981 and the Data Protection Bill 2018

If you are provided with temporary work through Supreme Recruitment, your information may be shared with selected internal employees who will only require access for specific purposes, and our external payroll bureau. We would also share your personal contact details with selected Employers once a permanent offer is secured and they need it for contract purposes.

Should there be any change to your personal details in the future (i.e. change of name, address, telephone number, bank account, next of kin, etc.) you are asked to notify us promptly. This will ensure we maintain accurate personal details and that we are able to contact you or another designated person in case of an emergency. If it becomes our intention to use your information for any other reason, we shall advise you of those intentions prior to using the information for the additional purpose(s) as well as advising you of any other details within this statement which may be affected.

You have a number of rights with regards to how your data is protected.

By providing us with your information you will have the right to access and rectify your personal details. If you did wish to access your data, you shall have the right to view or receive a copy of the information in a commonly used format such as a pdf document or an e-mail. Any information which is processed by automated means and is purely required for the performance of a contract, may be transmitted to another data controller if you request it. You may also have the right to ask for the processing of your personal data to be restricted or even erased. Whether or not you exercise the right to erasure, the Company will erase your personal data in certain situations and particularly when the data is no longer required.

The information we wish to gather about you is collected on the grounds of a statutory requirement to comply with relevant UK Employment Legislation as well as a contractual requirement to pay you for the work you complete and the entering into of a contractual arrangement.



If you have any queries or you wish to speak to us about how your information will be used, then please contact us at 0208 577 2442.

In the event that you should have a complaint about how your data has been processed by us, we would like to hear from you so that we may put it right. However, you will always have the right to lodge a complaint with the Information Commissioner's Office.