

## Privacy Notice

We at {Company Name} are committed to protecting your privacy and information. This policy explains what personal information we collect from you, how we use it, the conditions under which we may share the data with a third party and how long we retain the information.

If you have any questions regarding this policy and our privacy practices they should be addressed to

{Enter Company Name's Infosec details here} as an example ...[infosec@sargent-disc.com](mailto:infosec@sargent-disc.com) or in writing to The Chief Information Security Officer, Sargent-Disc Ltd, The Coach house, Pinewood Studios, Pinewood Road, Iver Heath, BUCKS SL0 0NH

### Who is {Company Name}?

Example text for SD

We are a company that provides services to the entertainment industry, we have been processing payrolls since 1986 and now offer a range of services including the online onboarding system known as CrewStart.

### How do we collect information about you?

In order to give you the opportunity to utilise the online onboarding system we will collect certain information directly.

### What information do we hold?

Contractual Data Collected for the CrewStart Application

Data	Purpose for Collecting	Retention Period
Name	To fulfil contractual obligations	Duration as specified by the company
Date of Birth		
Gender		
Physical Address		
Job Title		
Passport		
Country of Residence		
Country of Citizenship		
Phone Number	Contact details and invitation to join CrewStart application	
Email Address		
Driver License	Required if Car Allowance provided	
Car Insurance		
Car Details		
Bank Details	Required for payments to bank account	
Salary/Compensation	To determine total remuneration	

NI Number / SSN	Identification for HMRC processing	
Schedule D Number	Identification for accounts and reporting	
VAT Number		
Time & Attendance	For calculation of remuneration	
Next of Kin Contact Details	Required in the event of an emergency	
IP Address	Recorded as part of the electronic signature	
Account Username/Password	Security access to the system	Consent withdrawal
Cookie IDs	To identify the user during their logged in session	Logged in session

### Why is this necessary?

This information is used to form the basis of a contract of employment with {Company Name}. Once you have created an account for yourself you will be able to complete the onboarding process and enter into a legal contract with them.

### What happens to my data?

Your data is stored within the CrewStart application within the UK. As CrewStart is a globally accessible piece of software your information is available from anywhere in the world. We will strive to keep your data secure to the best of our abilities whilst adhering to standards such as Privacy Shield and GDPR.

### How long do we keep this data?

Your contractual information is kept for the periods as detailed in the 'What information do we hold' table. As your CrewStart user grants you access to multiple employments / productions certain information will be retained whilst your user account is active.

This user information is detailed below:

- Title
- Name
- Email Address
- Mobile Telephone Number

### Can I ask for my data to be removed?

Yes, you can request removal of your personal data from {Company Name} and this removal will be carried out within 28 days. Only information that is legally required for statutory purposes will be retained and this will be removed at the end of the statutory period.

## What are my rights?

Your rights follow those as detailed in the General Data Protection Regulations (GDPR). These state that you:

- Have the right to request copies of any personal information held on our systems.
- Have the right to request removal of said personal information where it is legally allowable.

Any requests for removal / copies of data will be dealt with within the time frames specified by the GDPR.

## Is this information used for any other purpose / shared with a third party?

{Company Name} also shares the collected data with {Parent Company} for the purpose of facilitating future employment.

The information collected by {Company Name} is shared with Sargent-Disc Ltd for the purpose of processing payroll the information shared is detailed below.

### Data Submitted to Third Party Payroll Application

Data	Purpose for Collecting	Retention Period
Name	Identification for payroll processing	Period as stipulated by the company.
Date of Birth	Determine tax/pay eligibility	
Gender	Required by HMRC for pension and other benefits	
Physical Address	Contact details provide to HMRC	
Salary/Compensation	Required to determine remuneration	
NI Number	Identification for HMRC	
VAT Number	Identification for accounts and reporting	
Schedule D Number		
Country of Citizenship	Required to determine tax status	
Country of Residence		
Passport		
Job Title/Department	Required for reporting	
Phone Number	Contact details	
Email Address	Contact details and invitation to join Payslips/Payroll applications.	
Bank Details	Required for payments to bank account	

Sargent-Disc also has a legal obligation to share some of this data with the pension provider as chosen by {Production Name}. This information is listed below.

#### Data Submitted to Third Party Pension Providers

Data	Purpose for Collecting	Retention Period
Name	Legitimate Interest: Information required by the Pension Provider under Auto Enrolment regulations	Six years (statutory requirement)
Date of Birth		
Gender		
Physical Address		
Salary/Compensation		
NI Number		
Country of Citizenship		
Country of Residence		
Phone Number		
Email Address		
Bank Details		
Employee ID		
Start date		
Leaving Date		

#### Your right to complain.

Should you wish to lodge a complaint about how your data collected or used by any of the parties listed above you can contact the Information Commissioners Office. Their details can be found at [ico.org.uk](http://ico.org.uk) along with the procedures for making a complaint.