

Privacy Policy

1. Introduction

This Privacy Policy contains important information about the way in which we use, share and store your personal information. Please take some time to read it carefully.

This Policy is relevant to you if you are, or are interested in, undertaking work on behalf of Omnia Projects Limited (as an employee, worker or supplier), or; you are, or are interested in, job vacancies where Omnia Projects Limited are operating as an employment agency, or; you are a Client of Omnia Projects Limited.

2. About Us

Omnia Projects Limited is a professional services consultancy providing multidisciplinary expertise to our Clients.

In addition, we also deliver training and operate as an employment business for some of our Clients.

The Company is the Data Controller for the purpose of the General Data Protection Regulation ("GDPR") in respect of personal data supplied to us to enable us to provide those services to you, or to carry out the other functions referred to.

We are registered with the Information Commissioners Office, registration number ZA276384.

3. Our aim

We aim to comply with data protection law. This means that the personal information that we hold about you must be:

- used lawfully, fairly and in a transparent manner;
- collected only for valid purposes that we have clearly explained to you, and not used in any way that is not compatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept securely

We already work to high standards of data protection and client confidentiality and will take every precaution to keep your data secure.

4. Contact us

You may have questions about this policy or your personal data generally. If so, please address them to our SHEQ Manager, who is our nominated data protection representative.

Our Address:
The Catalyst
York Science Park
Baird Lane
Heslington
York
YO10 5GA

Email: office@omniaprojects.co.uk

5. What personal information do we hold and use?

5.1 Clients

To enable us to provide you with the our services hat we have been contracted to provide, respond to your enquiries about our services and to carry out the other functions referred to above, we may need to hold and use the following types of data:-

Personal

- Your name (and/or business name where relevant);
- Your contact details e.g. address, email address, home/office/mobile telephone numbers;
- Your date of birth.
- Training records (where we are providing training services)

5.2 Employees, Workers and Suppliers

Personal

- Your name (and/or business name where relevant);
- Your contact details e.g. address, email address, home/office/mobile telephone numbers;
- Your date of birth.

Financial

- Bank or building society account details (if employed by us);
- National Insurance number;
- Timesheet and expenses records;
- Other relevant financial details personal to you e.g. HMRC records.

Identification

- Electronic ID;
- Passport;
- Driving Licence;
- Proof of address e.g. latest utility bill.

Suitability to Work

- Work experience and employment history;
- Employment references;
- Training and education records;

6. Special category data

This is data that is more sensitive and therefore requires additional protection. We may need to hold special category data for you where it is necessary in order to perform our services.

We can assure you that we do not use this information for marketing purposes.

Examples include:- data revealing your race, ethnic origin, religious, political or other beliefs, disability, associations, sexual orientation, details of your sex life, social care history, health, genetics, biometric data and details of any relevant criminal convictions.

Most of the personal information that we hold will come from you.

7. How we use your personal information and for what purpose

For us to hold your personal data, we must have a lawful basis for doing so.

We rely on one or more of the following lawful bases to hold and process your standard data.

Where we are holding and processing special category data, we rely on two or more of them as follows:-

- The lawful basis of **performing our contract** with you to provide our services;
- The processing being necessary for the purposes of the **legitimate interests of both you and/or our business**.
- The processing being **necessary for us to comply with our legal obligations**

We will only store your data in those circumstances for as long as it is necessary to do so.

8. Third Parties

Personal data will also be available to, but not routinely shared with, some third-party contractors. Where there is a business relationship between the Company (the Data Controller) and the third party (the Data Processor), this will be subject to a 'minimum terms' contract between both parties detailing the circumstances in which the data can be processed.

Examples of such companies include:-

- Telephony companies (telephone call recording);
- IT systems (storage of emails and data on cloud systems);
- Clients (where personal data is required to be disclosed for a particular assignment);
- Financial (e.g. banking and accountants)

The Company is periodically subject to scrutiny by external auditors e.g. for ISO accreditations. As part of these processes, assessors are required to access client files to ensure that appropriate standards are applied but we will never provide them with copies of the data that we hold.

8. Transfer of your data outside the European Economic Area (EEA)

We may share some of your personal information with bodies outside of the EEA. Where the countries to which your personal information is transferred do not offer an equivalent level of protection for personal information to the laws of the UK, we will make best endeavours to ensure that appropriate safeguards are put in place.

9. How we store your personal information and for how long

Your files and data will be held securely and we will not retain personal data for longer than is necessary to ensure compliance with legislation, and any other statutory requirements. This means that Omnia Projects will undertake a regular review of the information held and implement a weeding process. We will dispose of personal data in a way that protects the right and privacy of the individual concerned (e.g. secure electronic deletion, shredding and disposal of hard copy files).

10. Your rights

In addition to your right to be informed of the grounds for the Company's processing of your data, you are also advised of the following rights relating to the processing of your personal data:

10.1 Right of access

You have the right to access your data and to ensure that our grounds for processing your data are legitimate.

Any information requested will be provided free of charge unless the Company believes any data access request to be unfounded, excessive or repetitive in nature. In these circumstances, the Company can charge a fee that it believes to be reasonable based on the nature of the request.

Any subject access request will be responded to within one calendar month unless it is particularly complex or numerous requests are made. In these circumstances, the Company has up to two months to respond to you.

10.2 Right to rectification

If you become aware that any of your personal data that we hold is in any way inaccurate or incomplete, you have the right to have this data rectified.

If the data has been disclosed to any third party, we will inform them of the rectification and advise you of which third parties have received your data.

This will be addressed within one calendar month unless the request is complex in which case the period will be two months.

10.3 Right to erasure

In certain circumstances, you have the right to have any personal data we hold for you to be erased.

This would normally apply where we no longer have a lawful basis for processing your personal data or where you have initially given consent to the processing of your personal data and subsequently withdraw that consent.

10.4 Right to object

You have the right to object to the processing of your personal data where we have a legitimate interest for processing that data.

Any objection must be based on grounds relating to your particular situation and we may continue to process your personal data if we identify legitimate grounds for continuing to do so.

It is your absolute right to object to the processing of your personal data in relation to direct marketing at any time.

10.5 Right to restrict processing

The Company will cease processing your data but may continue to retain it if you:

- Contest the accuracy of the data we hold for you until it is verified;
- Object to the processing of the data in certain circumstances;
- Require the data to be held for the purpose of establishing, exercising or defending a legal claim even where we are no longer required to retain that data.

If your data has been shared with a third-party we will notify them of the restriction of the processing of your data.

For further information about your rights please visit the Information Commissioner's Office website at: www.ico.org.uk

11. Where to make a complaint about data protection

We hope that we can resolve any query or concern you raise about our use of your personal data, however, in the event you wish to make a complaint on any issue regarding your personal data or this Policy please write to our SHEQ Manager at:

Our Address:
The Catalyst
York Science Park
Baird Lane
Heslington
York
YO10 5GA

Email: office@omniaprojects.co.uk

In the event you are not satisfied with the outcome of your complaint, you may write to the Information Commissioner's Office at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You can also contact the Information Commissioner's Office using their online form by visiting: www.ico.org.uk

12. Changes to this Policy

We want you to feel reassured as to how we handle your personal data and aim to meet high standards and so our policies and processes are subject to review.

We reserve the right to change this Policy as and when required and if we do we will inform you usually by email and/or by publishing the updated content on our website: www.omniaprojects.co.uk