

## **HOWSERV Limited**

### **Privacy Policy**

#### **Who we are**

Howserv Limited, (“Howserv,” “we”, “us” or “our”) is committed to data protection and data privacy. We would like to provide our staff (“you”) with information regarding the way that we use the information that is collected about you. We recommend that you read this Privacy Policy (“Privacy Policy”) so that you have a clear understanding of the data that we collect and how we use this information.

#### **About Howserv Limited**

Howserv is an independent Insurance Intermediary and an outsourced service provider. Howserv is authorised and regulated for the administration of insurance policies by the Financial Conduct Authority, FRN 599282. The registered address of Howserv is McGowan House, 10 Waterside, The Lakes, Bedford Road, Northampton, NN4 7XD.

Howserv Limited is a wholly owned subsidiary of Staysure Holdings Limited.

Howserv is a Data Controller for the information you provide to us, during the recruitment process, for the purpose of the Data Protection Act 2018.

#### **What information we collect, how is it collected and what is it used for?**

As an employer, Howserv needs to keep and process information about you for recruitment purposes. The information we hold and process will be used for recruitment use only and to manage our relationship with you effectively, lawfully and appropriately, during the recruitment process.

This includes, using information to enable us to comply with employment contracts or any other legal requirements, to pursue the legitimate interests of the Company and to protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable, in some circumstances, to comply with our obligations and we will tell you about the implications of that decision.

The majority of the information we hold will have been provided by you, however, some may have come from other external sources, such as referees.

#### **Types of Data and what is the Legal Basis for processing your Personal Data?**

The types of information we hold will include, but not limited to:

- Application forms, references (including your CV, race, gender, religion etc.) and any notes from selection event activities. These are retained in order to confirm an offer of employment and for equal opportunities monitoring.

For this type of data, we will only hold and process this information, if you have given explicit consent to do so, due to the sensitive nature of the data.

#### **Who do we share your information with?**

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external pre-employment screening service.

However, we may transfer information about you to other companies within the Staysure Holdings Group, for purposes connected with the recruitment process.

If your application has come to us via an agency, we may disclose information regarding the progression of your application and any offer, for them to relay to yourself.

#### **What rights do you have?**

Under the Data Protection Act 2018 you have a number of rights with regard to your personal data:

- To obtain a copy of your data that we hold, via a Data Subject Access Request – details of the Subject

Access Request Policy can be found online;

- To have the data corrected if it is inaccurate or incomplete;
- To have the data deleted, although this may not always be possible, if we still need to process it, i.e. for payroll or pension reasons;
- To ask us to stop processing your data in certain circumstances; and
- To receive a copy of your personal information in a portable format which can be shared by you.
- If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

### **How long will we keep your data?**

We will only retain your data for as long as we require it, which will be no longer than 1 year after your initial application, unless you accept an offer. At this time, you will become a member of Howserv staff and the “Howserv Staff Privacy Policy” will apply.

### **How we store and protect information**

Information collected by us is securely stored on servers located either in the United Kingdom, or European Union. We keep and process this information to meet our contractual, and regulatory obligations, or to deal with requests from other authorities. You have the right to request a copy of, or correct the information that we hold about **you**. If **you** would like a copy of the information we hold about **you** please contact us by email or letter as shown below:

Enquiries in relation to data held by Staysure should be directed to:

Data Protection Officer

Staysure,

McGowan House,

10 Waterside,

The Lakes,

Bedford Road,

Northampton NN4 7XD

Email: [dataprotectionofficer@staysure.co.uk](mailto:dataprotectionofficer@staysure.co.uk)