



## ***GDPR Employee Privacy Policy - Manstaff Ltd***

Last Updated: January 02, 2025

### Protecting Our People: A Commitment to Privacy Excellence

In the heart of Derby's manufacturing landscape, Manstaff Ltd stands as a bridge between talent and opportunity. Under Nick Calin's leadership, we've crafted a privacy policy that protects our most valuable asset - our people - with the same precision we apply to our recruitment and HR services.

### The Tapestry of Your Professional Journey

Like the intricate patterns of recruitment excellence, each employee's story with us is unique. Whether you're matching talented individuals with manufacturing opportunities or providing HR support, your information forms a vital thread in our organizational fabric.

### Your Professional Portrait

We carefully maintain the elements that make up your professional story:

#### Career Chronicles

Like a well-crafted recruitment strategy, we preserve:

- Your journey from application to achievement
- Professional qualifications that showcase your expertise
- Development milestones that mark your growth
- Performance achievements that highlight your success
- Career aspirations that guide your future

#### Essential Foundations

With precision akin to our recruitment standards, we maintain:

- Personal identification details
- Right to Work documentation
- Financial coordinates for compensation
- Tax and National Insurance records
- Emergency contact information
- Health and safety certifications
- Attendance and leave patterns

#### Special Considerations

With sensitivity matching our client service excellence:

- Health-related information when relevant
- Diversity and inclusion data
- Workplace adjustment requirements
- Professional affiliations and memberships



### Nurturing Professional Growth Supporting Your Development

Like our commitment to recruitment excellence, we invest in your growth:

- Customized training initiatives
- Career advancement pathways
- Skill enhancement opportunities
- Industry expertise development
- Performance recognition programs

### Operational Harmony

We coordinate your information to ensure:

- Seamless team collaboration
- Efficient work scheduling
- Strategic resource allocation
- Service quality excellence
- Project success

### Achievement Recognition

We track your success through:

- Objective achievement monitoring
- Performance milestone celebration
- Career development planning
- Skill mastery recognition
- Cross-functional growth opportunities

### The Architecture of Protection Digital Fortification

Our digital security mirrors recruitment precision:

- State-of-the-art encryption
- Cloud security excellence
- Multi-layered authentication
- Continuous security monitoring
- Robust backup systems
- Secure remote access
- Regular security audits

### Physical Safeguards

Our Derby headquarters maintains:

- Controlled access systems
- Secure document storage
- Clean desk protocols
- Visitor management
- Surveillance systems
- Secure waste handling
- Regular security reviews

### Your Privacy Rights

#### Access and Control

Like our commitment to transparency in recruitment:

- Complete record access
- Information accuracy management
- Performance data review
- Training record access
- Attendance history verification



- Compensation detail confirmation
- Benefit information access

#### Information Stewardship

We respect your right to:

- Data portability requests
- Processing objections
- Usage restrictions
- Deletion requests
- Regular privacy updates
- Concern submission
- Support access

#### Collaborative Information Sharing

##### Internal Excellence

We share information to support:

- Team coordination
- Resource optimization
- Performance excellence
- Development planning
- Quality assurance
- Operational efficiency

#### External Partnerships

We carefully manage sharing with:

- Payroll specialists
- Benefit providers
- Training partners
- Certification bodies
- Legal advisors
- Regulatory authorities
- Insurance providers

#### Our Privacy Commitment

Under Nick Calin's leadership, from our base at 370 Osmaston Park Road, Derby, DE24 8FB, we maintain unwavering dedication to protecting your privacy while supporting your professional growth at Manstaff Ltd.

#### Contact Excellence

For privacy matters:

Email: [info@manstaff.co.uk](mailto:info@manstaff.co.uk)

Phone: +44 7470 435 603

This policy stands as our promise to protect your information with the same dedication we apply to serving our recruitment clients and partners.