

PRIVACY POLICY

OUR CONTACT DETAILS:

Name: Bluestar Resourcing

Address: 40a, The Boulevard Crawley, West Sussex. RH10 1XP

Phone Number: 01293 300009

E-mail: info@bluestarresourcing.co.uk

Website: www.bluestarresourcing.co.uk

The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, Name, Email ID, and Contact Details)
- Financial information (e.g., payment details, NI No:)
- Employment information (e.g., job title, company name)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

We also receive personal information indirectly, from the following sources in the following scenarios:

We use the information that you have given us to

- **Contractual Necessity:** We collect and process your personal information when it is necessary to fulfill our contractual obligations with you. This includes:
- **Account Creation:** When you create an account or sign up for our services, we collect information such as your name, email address, and contact details to manage your account and provide the services you requested.
- **Legal Obligation:** We may collect and process your personal information to comply with legal obligations imposed on us, such as tax or accounting requirements.
- **Reference:** We may share your data with Employers/Organisations you worked in the past three years for the purpose of obtaining satisfactory references
- **Other:** We may process your personal information for the purpose of verifying your Right to Work with the Home Office / UKBA & Embassy, external auditors/clients, and framework for the purpose of audits

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting 01293 300009

How we store your personal information

Your information is securely stored.

We keep your personal information for the period of 5 years. We will then dispose your information by taking the following measures to ensure your data is securely and permanently deleted:

- **Digital Data :** Any digital data, including electronic records and backups, will be securely deleted using industry-standard data wiping methods to make the data unrecoverable.
- **Physical Data:** If we have any physical documents or records containing your personal information, they will be securely shredded or destroyed to prevent unauthorized access.
- **Third-Party Data Processors:** If we use third-party data processors, we will ensure that they have appropriate data disposal processes in place, as required by applicable data protection regulations.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@bluestarresourcing.co.uk, 01293 300009 and or 40a, The Boulevard Crawley West Sussex RH10 1XP if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at 01293 300009 for data protection queries.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>