



Myriad Security Ltd - Data Protection Policy

Personal information collected

We collect personal information from the following documentation provided to us by applicants/staff:

Application forms
Starter checklists
Tax/NI declaration forms
Right to Work documentation
Emails

Information collected and from where

The information collected (and the documents from which we collect the information) is as follows:

	Application forms	Starter Checklist	Tax/NI declaration	Right to work docs	NEST Pension provider	Emails	Phone and email
Name	X	X	X	X	X		
Previous name(s)	X						
Address	X	X	X		X		
Phone number	X						
Email address	X						
Qualifications and training	X						
Convictions	X						
National Insurance number		X	X		X		
Gender		X		X	X		
Employee statement (as shown below)		X					
Student loan details (as shown below)		X					
UTR number			X				
Nationality				X			
Date of birth		X		X	X		
Place of birth				X			
Bank account number and sort code						X	
Health issues/allergies							X
SIA badge number, issue date, and expiry date (where applicable)	X						
Right to work document(s) issue date				X			
Right to work document(s) issue date and (where applicable) expiry date				X			

Employee statement

- A** ☐ This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** ☐ This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

Student loan information

9 Do you have a Student Loan which is not fully repaid?

Yes ☐ If yes, go to question 10

No ☐ If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes ☐ If yes, go to question 12

No ☐ If no, go to question 11

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

11 What type of Student Loan do you have?

Plan 1 ☐

Plan 2 ☐

12 Did you finish your studies before the last 6 April?

Yes ☐

No ☐

For further guidance about repaying Student Loans go to www.gov.uk/new-employee/student-loans

Reasons for collection of information

The reasons we collect the above information are as follows:

Name	Identifier Background checks Required for contracts Required for Quickbooks accounting software Required by NEST pension provider
Previous name(s)	Background checks
Address	Identifier Background checks Required for Quickbooks accounting software
Phone number	Identifier Background checks Communication with applicant/staff member
Email address	Communication with applicant/staff member
Qualifications and training	Relevance to job for which a person is applying
Convictions	Relevance to job for which a person is applying

	Possible implications for duty of care to young people/vulnerable adults at events Possible implications for duty of care to clients for whose property/equipment we are responsible
National Insurance number	Required by HMRC Required for Quickbooks accounting software
Gender	Required by HMRC Required for Quickbooks accounting software
Employee statement	Required by HMRC Required for Quickbooks accounting software
Student loan details	Required by HMRC Required for Quickbooks accounting software
UTR number	Confirmation of registration as self employed
Nationality	Background checks Right to Work document checks
Date of birth	Background checks Required for Quickbooks accounting software Required by NEST pension provider Required by HMRC
Place of birth	Background checks Right to Work document checks
Bank account number and sort code	Making payment online
Right to work issue number, issue date, and (where applicable) expiry date	Background checks
SIA badge number, type, issue, and expiry dates	To confirm eligibility to work as an SIA licensed operative
Health issues/allergies	Requested after contracts have issued, and with no obligation to reply; staff welfare when living on-site at festivals

Who information will be shared with, and how

Note 1: “customer” refers to the company to whom we are sub-contracted to provide security staff.

Note 2: “government agencies” refers to the Department of Work and Pensions, JobCentres, and any other government department contacting us in relation to Direct Earnings Attachments.

Note 3: “various information”. We receive reference request forms from other companies, requesting information in relation to job applications. We do not share any information until we have received confirmation from the person whose data is being requested. We email a copy of the reference request form to the person whose data is being requested. Once we have had emailed consent to release the information, we complete and return the reference request. Information requested varies, which is why it is not specified in detail in the table below.

We will share information as follows:

Information shared	Who it is shared with	How it is shared
Name	Customer HMRC	Electronically (email) Electronically (online)

	NEST Barclays Government agencies	Electronically (online) Electronically (online)
Address	HMRC NEST Government agencies	Electronically (online) Electronically (online)
Phone number	Customer HMRC NEST	Electronically (email) Electronically (online) Electronically (online)
Email address	Customer HMRC NEST	Electronically (email) Electronically (online) Electronically (online)
Qualifications and training	No-one	Paperwork will be kept on file
Convictions	No-one	Paperwork will be kept on file
National Insurance number	Customer HMRC NEST Government agencies	Electronically (email) Electronically (online) Electronically (online)
Gender	Customer HMRC NEST Government agencies	Electronically (email) Electronically (online) Electronically (online)
Employee statement	HMRC	Electronically (online)
Student loan details	HMRC	Electronically (online)
UTR number	No-one	Paperwork will be kept on file
Nationality	Customer HMRC NEST	Electronically (email) Electronically (online) Electronically (online)
Place of birth	Customer HMRC NEST	Electronically (email) Electronically (online) Electronically (online)
Right to work document type, issue number, issue date, and (where applicable) expiry date	Customer	Electronically (email)
SIA badge number, type, issue and expiry date (where applicable)	Customer	Electronically (email) Customer can also check online at https://services.sia.homeoffice.gov.uk/rolh
Bank account number and sort code	Barclays bank	Electronically (online)
Health issues/allergies	Members of Myriad management team First responders, if required	In writing Verbally
Payments and bank details	Government Agencies	If we are issued with an EQ1 form (where a member of the public is being investigated for benefits fraud), we are legally obliged to provide details of dates and hours worked, hourly rate, gross earnings, deductions, net earnings, the dates of payments, and the bank account to which payments were made
Various information	Reference requests	

Direct Marketing

Under the General Data Protection Policy (commencing 28 May 2018), you have an absolute right to object to Direct Marketing. Myriad Security Ltd does not take part in any direct marketing, and none of your information will ever be used for direct marketing purposes.

Storage and sharing of information

Information will be stored at the Myriad Security Ltd registered office: 21 Kenning Road, Hoddesdon, Herts, EN11 9HE. The premises are covered by CCTV and an alarm system.

The network is password protected and has firewalls and anti virus programs in place.

Information will be kept for seven years from the last date that it is required. After that time, all paperwork will be shredded and all electronic files will be deleted.