

Myriad Security Ltd: Privacy Notice



The Myriad Security Limited Data Controller is Maria Dines. If you have any questions, please email maria@myriadsecurity.co.uk

1. Data Protection Officer

The Data Protection Officer (DPO) is Chris Dines. He can be contacted at chris@myriadsecurity.co.uk

2. Purpose of processing, and lawful bases for processing

2.1 Processing will be carried out under the bases shown in the table at section 3 of this document. The six lawful bases for processing as stated by the GDPR are:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

2.2 The table at section 4.1 shows which bases for processing apply to which source of information.

3. Processing of special information

3.1 In advance of festivals, we email staff stating that as they will be living on-site during the festival, for their own health and safety they may wish to inform us of any medical conditions/allergies in advance, so that in the case of a medical emergency, we can pass the information on to medical crews. We make it very clear that there is no obligation to provide any such information. Any medical information provided is only shared with members of the Myriad admin team (except in the case of a medical emergency). As the basis for processing this data is (a) Consent, we state at the time that data subjects are able to withdraw their consent at any time by emailing maria@myriadsecurity.co.uk

3.2 Previous convictions special data is requested during the application process. At the time of requesting information about convictions, we clearly state that a person's criminal record will not, in itself, debar that person from being appointed to the post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis and will take into consideration all aspects relating to the offence, including but not limited to whether the conviction is relevant to the position applied for, the seriousness of the offence and the length of time since the offence occurred. At the time that information about convictions is requested, it is clearly state that that background checks including DBS and PNC checks are carried out on successful applicants, and that failure to disclose convictions could result in disciplinary proceedings or dismissal. Lawful basis: (e) Public task.

3.3 As stated in the staff contract, there may be occasions where the Company considers it necessary to request a medical report on a staff member's health from their GP or consultant. Where a medical report is necessary, the data subject will be informed of their rights under the Access to Medical Reports Act 1988 and they will be asked to give written consent for the Company to contact their GP or consultant to obtain a medical report. Lawful basis: (a) Consent.

[illegible]

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

4. Reasons for collection of personal/special data

4.1 The reasons we collect the above personal/special data, and who we share the information with, are as follows:

Personal/special data requested	Reason for requesting personal/special data	Who we share the data with
Name	Identifier Background checks Required for contracts Required for accounting software Required by NEST pension provider Required for as an identifier If required by government department to provide evidence (eg	The company running overall security at the event (where applicable) HMRC NEST Pension provider Quickbooks accounting software provider* Barclays

Personal/special data requested	Reason for requesting personal/special data	Who we share the data with
	to Works & Pensions in relation to an Attachment of Earnings order)	Government departments (eg Works & Pensions)
Previous name(s)	Background checks If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	The company running overall security at the event (where applicable) Government departments (eg Works & Pensions)
Address	Identifier Background checks Required for accounting software If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	The company running overall security at the event (where applicable) HMRC NEST Pension provider Quickbooks accounting software provider* Government departments (eg Works & Pensions)
Phone number	Identifier Background checks Communication with applicant/staff member	The company running overall security at the event (where applicable)
Email address	Communication with applicant/staff member If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	Government departments (eg Works & Pensions)
Character reference's name, address, and email address	In order to comply with BS7858 we are required to obtain a character reference as part of our vetting process	Not shared with any third party
Details of enquiry	In order to respond to specific request	Not shared with any third party
Qualifications and training	Relevance to job for which a person is applying	Not shared with any third party
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	Not shared with any third party
National Insurance number	Required by HMRC Required for accounting software If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	HMRC NEST Pension provider Quickbooks accounting software provider* Government departments (eg Works & Pensions)

Personal/special data requested	Reason for requesting personal/special data	Who we share the data with
Gender	Required by HMRC Required for accounting software If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	HMRC NEST Pension provider Quickbooks accounting software provider* Government departments (eg Works & Pensions)
ID photo	As we work nationwide, we often carry out interviews by phone, and do not meet successful applicants until the beginning of the first shift. For security purposes, we need to be certain that the person presenting themselves for work is the person who has been interviewed, and whose information we hold on file. For this reason, we require successful applicants to submit a photo for ID purposes.	Not shared with any third party
Employee statement	Required by HMRC Required for accounting software	HMRC Quickbooks accounting software provider*
Student loan details	Required by HMRC Required for accounting software	HMRC Quickbooks accounting software provider*
UTR number	Supporting evidence that a worker is registered as self employed	Not shared with any third party
Nationality	Background checks Right to Work document checks	The company running overall security at the event (where applicable)
Date of birth	Background checks Required for accounting software Required by NEST pension provider Required by HMRC If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	The company running overall security at the event (where applicable) HMRC NEST Pension provider Quickbooks accounting software provider* Government departments (eg Works & Pensions)
Place of birth	Background checks Right to Work document checks	The company running overall security at the event (where applicable)
Bank account number and sort code	Making payment online If required by government department to provide evidence (eg to Works & Pensions in relation to an Attachment of Earnings order)	Barclays Government departments (eg Works & Pensions)

Personal/special data requested	Reason for requesting personal/special data	Who we share the data with
Right to work issue number, issue date, and (where applicable) expiry date	Background checks	The company running overall security at the event (where applicable)
SIA badge number, type, issue, and expiry dates	To confirm eligibility to work as an SIA licensed operative	The company running overall security at the event (where applicable)
Health issues/dietary requirements	No obligation; however, as staff live on-site at festivals, we contact them (after a job offer is confirmed) to let them know that if they would like to make us aware of any medical requirements/allergies/dietary requirements, they can do so.	Passed to medical teams in the event of an emergency.
Emergency contact information	Staff welfare: in the case of an emergency, we can contact the person(s) named	Passed to medical crews/police in the event of an emergency
Right to work documentation	To confirm eligibility to work in the UK	UK Visas & Immigration (only in the case of an investigation)
Medical information requested from GP or other health professional	A medical report would only be requested if there were specific circumstances relating to (but not limited to) health and safety.	Legal representatives of Myriad Security Ltd.
Reference request information	As part of vetting process	As part of ACS (the Security Industry Authority's Approved Contractor Scheme) accreditation, ACS companies and sub-contractors to ACS companies have to provide evidence of vetting processes. Completed reference request forms will be passed to ACS accreditors and ACS companies to whom we sub-contract, where requested.
Missing child information (see below)	In order to help us to locate the child and reunite them with their parent/guardian as quickly as possible	Police, if necessary
Missing child information: name, age, IC code, hair colour/length, eye colour, clothing/shoes, health/other requirements, parent/guardian names and contact details		

*This information is not passed directly to Quickbooks (the accounting software provider); however, if we contact the helpline, they are able to remotely access the information for the duration that we give them access.

5. Reference requests from prospective employers

5.1 If we receive a reference request from a prospective employer, we will not provide any personal data until we have contacted you to obtain written confirmation from you that you consent to us passing on the

personal data requested. The personal data requested varies from one reference request to another, and we will send you a copy of the reference request form so that you can consent to some/all/none of the information being shared.

6. Storage and deletion of personal/special data

6.1 Paper documentation will be stored at the Myriad Security Ltd office. It will only be accessed by the Directors of the company.

6.2 Electronic copies of personal/special data will be stored on a secure server. The Myriad Security Ltd server is password protected and there are firewalls in place.

6.3 As soon as paper documentation is no longer required, it is shredded. As soon as electronic copies of personal/special data are no longer required, it is deleted from the servers.

7. Retention of documentation

7.1 These time scales will be adhered to except in special circumstances where personal data continues to be required (including, but not limited to, requests from government departments for information, legal proceedings, or disciplinary or grievance procedures).

Documentation	Personal data storage and deletion
Application form	Deleted six months after the latest correspondence with the data subject
Completed reference requests	Deleted after eighteen months
Starter checklist	Deleted six months after the latest payment made to the data subject
Tax/NI declaration	Deleted one year after the latest payment made to the data subject
Right to work documentation	Deleted two years after the data subject stops working for us, as specified by UK Visas & Immigration
Emails relating to invoices	Deleted after six years, as specified by HMRC
Standard emails (ie emails not relating to issues such as disciplinary or grievance procedures, complaints from customers/other members of staff, etc)	Deleted one month after the latest correspondence with the data subject
Contact details	Deleted two years after the latest correspondence with the data subject
Bank details	Deleted three months after the latest correspondence with the data subject
Health information	Deleted three months after the last festival of the season
Medical information requested from GP or other health professional	Deleted after three years
Images recorded on CCTV or UAV systems	Deleted one year after the event
Missing child information	Deleted one year after the event

Data collected not from data subject – character reference	Personal data deleted two weeks after it is provided to us. A summary of the reference* will be deleted after one year. *containing only non-personal data: printed and kept on file in case it is requested by any companies to whom we sub-contract, if they are ACS accredited and require confirmation from us that we carry out vetting in accordance with BS7858.
Data collected not from data subject – emergency contact	Deleted three months after the applicant has finished working for us

8. Direct Marketing

8.1 Myriad Security Ltd does not take part in any direct marketing, and none of your information will ever be used for direct marketing purposes.

9. Right to withdraw consent

9.1 Where personal data has been processed under the lawful basis (a) Consent, data subjects have the right to withdraw consent at any time. Consent can be withdrawn by emailing maria@myriadsecurity.co.uk. In cases where processing relies on the Consent basis, information about withdrawing consent is given at the time of requesting the personal data.

10. Data subjects' rights

10.1 Data subjects have rights regarding their personal data. These are:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

11. Privacy policies of organisations stated in section 4 above

Gainsborough Events Management Limited

<http://www.gainsevents.com/privacy/>

NEST pension provider

<https://www.nestpensions.org.uk/schemeweb/nest/nestcorporation/privacy-policy.html>

Barclays UK

<https://www.barclays.co.uk/important-information/privacy-policy/>

UK government (HMRC, and all other government departments)

<https://www.gov.uk/help/privacy-policy>

Quickbooks UK

<https://quickbooks.intuit.com/global/privacy/>

12. Complaints

12.1 If you have queries about the provision of personal data, please email maria@myriadsecurity.co.uk.

12.2 If you have complaints about how your data is processed, please email chris@myriadsecurity.co.uk.
If after consultation with Chris Dines your complaint is not resolved, please follow the guidance at <https://www.gov.uk/data-protection/make-a-complaint>