

WHAT INFORMATION WE COLLECT

- (i) We collect the personal data of our Employees, Workers and Contractors to operate our business and manage them, to monitor performance and to comply with our legal and regulatory obligations as employers.
- (ii) We collect personal data from our candidates to assist with our recruitment processes and to monitor recruitment statistics.
- (iii) We set out below a list of the categories of information we may collect from Employees, Contractors and candidates. We aim to make this list as comprehensive as possible but it is not exhaustive and may be updated from time to time. The information that we collect includes, but is not limited to, the following:
 - personal contact details such as name, title, home address, telephone number and email address;
 - date of birth;
 - gender;
 - marital status and dependents;
 - next of kin and emergency contact information;
 - copies of passport, driving license and similar documents;
 - education history, training and professional experience;
 - current and past employment details;
 - immigration status and work permits;
 - languages spoken and level of proficiency;
 - other information given in your CV;
 - right to work documentation;
 - references;
 - performance records and appraisals;
 - holiday records;
 - appraisals and relevant disciplinary and grievance records;
 - payroll information, including Social Security Number or similar; and bank account details;
 - exit questionnaire;
 - retirement and benefits information; and
 - data from building access controls including images from CCTV operating in and around our offices.
- (iv) We also collect data derived from our IT and communications monitoring in relation to our Employees, Workers and Contractors including:
 - recording Employees, Workers and Contractors' telephone lines;
 - blocking emails to clients when there is a legitimate concern regarding information being sent;
 - monitoring Employees, Workers and Contractors website browsing, use of the instant messaging service and employee access to electronic files and systems.
- (v) We collect information provided by third parties
 - Some of the personal data we collect (as described above), and additional information, may be provided to us by recruitment agencies with whom you have registered an interest. Such recruitment agencies support our recruitment processes under a duty of confidentiality.

- During the recruitment process we may also research information regarding your skills, experience or qualifications and comments and opinions made public on social networking sites such as LinkedIn, Facebook and Twitter.
 - We also receive other information about you from organizations such as credit reference agencies, background check agencies, and references.
- (vi) We collect information in categories of (“sensitive”) personal data
- You may also supply us with, or we may receive, sensitive personal data relating to your racial or ethnic origin, genetic and biometric data, political opinions, religious or philosophical beliefs, trade union membership or data concerning your health or data concerning your sex life or sexual orientation.
 - We will use this information for the purposes of defending and bringing legal claims, either performing our contractual obligations or exercising obligations or rights which are imposed or conferred on us by law in connection with our obligations as an employer including:
 - monitoring of equality of opportunity or treatment;
 - considering whether adjustments may need to be made to accommodate Employees, Workers, Contractors or candidates with a disability;
 - reporting and maintaining a record of any accidents at work.
 - In relation to Workers, Contractors and Employees, we may also collect sensitive personal data about your physical or mental health (including contained in sickness records) and information about your physical or mental health or condition in order to monitor sick leave and take decisions as to your working capacity and for occupational health purposes.
 - We may also collect genetic and biometric data to enable us to allow you to access our building(s) to enable you to undertake your specific duties under the contract of employment or contract for services.
 - We may also process data which has been made manifestly made public by you or with your explicit consent.
- (vii) We collect information relating to criminal convictions and offences
- We also collect, store and otherwise process personal data relating to criminal convictions and offences (including the alleged commission of offences).
 - This data is only processed where it is necessary for the purposes of:
 - the prevention or detection of an unlawful act; or
 - in connection with any legal proceedings (including prospective legal proceedings); or
 - obtaining legal advice; or
 - establishing, exercising or defending legal rights.

WHAT WE DO WITH YOUR INFORMATION

- (i) The information about you which is obtained by us during the application process and during the course of your employment or contract for services (whether obtained directly from you or from third parties) may be used by us for the following purposes:
- to consider your suitability for employment or contractor services;
 - to take up your references;
 - to conduct appropriate checks;
 - to negotiate and communicate with you in relation to your application;
 - to manage and operate our business and our Workers and Employees and for administrative purposes (including inserting personal data about you in newsletters and updates sent across the Jonas business);

- to undertake business analysis activities;
 - to monitor the performance of our Employees and Workers;
 - to manage tax, retirement and benefits payments;
 - to confer benefits in connection with your employment or contract for services;
 - to comply with our legal and regulatory obligations and for other legal purposes.
- (ii) Information we obtain from our IT and communications monitoring in relation to Employees, Workers and Contractors is used for compliance with our legal and regulatory obligations, for quality assurance and training purposes and for prevention or detection of any unlawful acts, and for establishing, exercising or defending legal rights.
- (iii) Your information will not be used for other purposes without your permission, save as required by applicable law.