

Gateway Employment Services

Who we are and what we do:

Gateway is a boutique recruitment agency delivering bespoke sector-specific services assisting candidates and clients looking to fulfil roles in Catering & Hospitality, Cleaning & FM and Transport & Logistics.

Why we need your information and how we use it:

We collect personal data to undertake the following;

- To provide you with the appropriate services;
- Help us develop and improve our services;
- Complete statistical return to Government departments;
- Measure whether our services are improving the provision of bespoke sector-specific services;
- To maintain our own accounts and records;

The lawful basis for processing your personal data is set out in Article 6 of the GDPR and is the following;

- ✓ Contract: the processing is necessary for a contract we have with yourself.

The lawful basis for processing your data pursuant to Article 9 of the GDPR is as follows;

- ✓ Explicit consent of the data subject

If you fail to provide the personal data required, we will be unable to deliver the service as required.

What type of information is collected from you:

In order to effectively and efficiently deliver our service to you the following information is collected:

- name
- email address
- contact number
- DBS numbers and names

Whom your information may be shared with (internally and externally):

Your data may be shared with the following:

- Internal departments
- Greenwich Service Plus Limited
- Greenwich Local Labour and Business (GLLaB)
- Suppliers
- External auditors
- Other third-party organisations, as allowed by law
- Other partner agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate, such as police

How long we keep your information (Retention policy):

Your personal data will not be retained for longer than necessary in relation to the purposes for which they were collected and will be kept for the duration of our contract with yourself.