

FAQ	why do they ask for it	Consent	Comments	Actions
CLIENT AUDITS	Spot check on worker files to check RTW and and eligibility to the role	Yes	Individual consent is required for validating candidates eligibility to work. No consent, no data to be transferred	Consent form to be sent to clients with a disclaimer stating please destroy any hard or soft copies of data and email confirmation required, which must be kept stapled to the consent with their file
SUBJECT ACCESS REQUESTS	Gaining information regarding a worker for official reasons	Yes	Needs to be sent to HR@staffingmatch.co.uk to be processed	No charge for the information request and has to be turned around within 30 days, so email boxes need to be regularly checked. This can be charged if the request is duplicated.
CAA	processing applications for gaining access to security areas in the airport	Yes	CAA does not supercede GDPR. They comply to the same GDPR rules	Interview for any blue passes conducted, the consent form must be signed. For temporary passes, consent form also needs to be obtained
CREATING STARTERS ON CLIENT PORTAL TO ALLOCATE HOURS CPC LICENCE	setting up new starters to allocate hours for payment	No	Covered off on the SM Global privacy notice	All information maybe entered onto the portals as this process enables the worker to get work and to obtain payment
TRAINING IN TRAINING MATCH	Trainee sign off their consent at the training and Training Match being part of SM Global are allowed to take personal data to process for training and payment	No	All trainees sign the funding paperwork which gives consent to SM Global to send to governing bodies	Training Match may require personal data to complete the governing paperwork
REGISTERED DRIVER INFORMATION	once driver is registered to send over RTW and Licences to the client for confirmation	Yes	Individual consent is required for validating candidates eligibility to work. No consent, no data to be transferred	Consent form to be sent to clients with a disclaimer stating please destroy any hard or soft copies of data and email confirmation required, which must be kept stapled to the consent with their file
ACCIDENTS INFORMATION	should a worker be involved in a Road traffic accident or a industrial accident - client may require information re Next of kin	Yes	Consent form to be sent to clients with a disclaimer stating please destroy any hard or soft copies of data and email confirmation required, which must be kept stapled to the consent with their file	
INFRINGEMENTS	Drivers showing if they have broken WTD rules with driving	No	required to be checked to ensure EU regs are not broken by the driver	
PARKING TICKETS	Worker information maybe required to confirm whom the driver was who incurred a parking fine	No	This is covered by the sensitive personal data	
UMBRELLA COMPANIES CONTACT	emailing contact details to have driver/workers registered within a timely manner to be paid		workers are required to contact the umbrella company of their choice and register to be paid for the work they do with Staffing Match	we are not allowed to contact the umbrella company on behalf of the worker nor are we allowed to send them contact numbers for the workers. If workers need to be paid they ust contact the umbrella company directly
TELEPHONE NUMBERS TO CONTACT TEMPS	Clients require workers telephone number to allocate them shifts everyday	yes	Consent is required to forward any information relating to the worker including telephone number	Client should provide information of hours the workers need to work and agency to contact worker directly as they work for Staffing Match not the client
DRIVING MATRIX	full matrix with drivers name and licence details to monitor when licences expire ? This is viewed by clients on site	Yes	This is covered in the privcy statement and will require consent	
ID BADGES FOR SM WORKERS	Individual id badges for workers to wear on behalf of SM Global on clients sites - Issued by SM Employee	No	Consent is not required as this is a SM Global worker	
LEVEL D CERTIFICATE	Clients require to see this certificate on a regular basis	Yes	Consent will be required if this is transferred from SM global to Client.	
HOLIDAY REPORT SENT TO CLIENT	currently this is sent monthly with workers name/holiday money and anniversary date		Going forward only name and anniversary date canbe sent with number of days not money	

Who supercedes GDPR
GLAA
HMRC
POLICE
ANY LEGAL ENTITY