



# Data protection register - entry details

Information Commissioner's Office

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**Registration number:** ZA121084

**Date registered:** 17 June 2016

**Registration expires:** 16 June 2018

**Data controller:** The Staffing Network Limited

**Address:**

Regent House  
Bath Avenue  
Wolverhampton  
WV1 4EG

**Contact for information:**

Director  
Regent House  
Bath Avenue  
Wolverhampton  
WV1 4EG

simon@staff-network.co.uk

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**This register entry describes, in very general terms, the personal data being processed by:**

The Staffing Network Limited

Nature of work - Employment agency

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide advice and professional services

as an employment agency, to maintain our own accounts and records and to support and manage our employees.

#### Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- trade union membership
- racial or ethnic origin
- religious or other beliefs of a similar nature

#### Who the information is processed about

We process personal information about our:

- customers and clients
- complainants and enquirers
- suppliers
- advisers and other professional experts
- employees

#### Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- financial organisations
- current, past or prospective employers
- educators and examining bodies

- suppliers and service providers
- traders in personal data
- central government
- credit reference agencies
- debt collection and tracing agencies
- business associates
- complainants and enquirers
- professional advisers and consultants

### Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

### Providing financial services and advice

Personal information is also processed in order to provide financial services and advice. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services and sensitive classes of information that may include physical or mental health details. This information may be about clients, family and associates of clients, suppliers and enquirers. Where necessary or required this information is shared with the data subjects themselves, professional advisers and consultants, services providers, credit reference agencies.

### Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

### Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

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