

# TERMS & CONDITIONS



By starting work with Romax Recruitment you accept the following terms and conditions. They are the minimum requirements that need to be met when working on behalf of us and should always be followed to a high standard. Please make sure you take the time to read it carefully.

## APPLICATIONS/REGISTRATIONS

You need to have completed an application form along with all right to work documents within the three days of you being in work. All fields marked need to be completed if you are unsure on any please contact our office. Failure to provide and complete your application form can result in your pay being delayed and you may be pulled off site. If you have any change to your personal circumstances or details, please call 07951595741 to change this on your personal file.

## ARRIVAL

Please make sure that you aim to arrive to your job at least 15 minutes prior to your start time. This will ensure that you will be on time and will allow for any travel delays that may occur. It is also a good idea that you pre plan your journey to avoid being late and lost. Turning up late can result in you being taking of the job and your pay may be affected. Failure to not attend work with no notice can result in your placement being terminated.

## HEALTH AND SAFETY

Please remember whilst you are on site for any of our clients you are obliged to adhere to their Health & Safety Procedures and to implement them to a high standard. If you are not made aware of the sites Health & Safety procedures, please make it your best interest to find out. Failure to follow the sites Health & Safety procedures could result in your pay being held or stopped. Please note if you are seen not following these procedures you could be removed from site immediately.

## HOLIDAYS & ILLNESS

If you are planning to take a holiday soon, please make sure your account manager is aware of this. We ask that you give at least 48 hours' notice so a replacement can be found in your absence if need be. If you are ill and cannot attend work your account manager needs to be notified at the earliest opportunity. Failure to abide by these rules can result in your pay being stopped or deducted.

## DISCIPLINARY

When you are sent on site you are representing Romax Recruitment as a company therefore we expect all workers to show a high standard of work and good attitude. If at any point on site you are asked to leave site due to bad behaviour, lack of work, foul language etc., this will result in your pay being held for up to 6 weeks while any investigations need to take place or a deduction of up to £200 to cover any damages or equipment.

## TIMESHEET

You will be told one of two ways to submit your hours.

One being that you have been requested to complete a timesheet. This must be sent to [timesheets@romaxrecruitment.com](mailto:timesheets@romaxrecruitment.com) after your last working shift at the end of the week / Sunday night the latest.

Two is you have been asked to text your hours to **0795159574** after your last working shift at the end of the week where a Romax representative will submit these on your behalf.

Failure to do any of the above will result in a delayed payment.

## PAYMENT

Pay day every week is Friday for the previous weeks work. We advise all workers that your money can enter your bank account anytime up to 17:00 that day. Please do not rely on this money for your travel on Friday as this will not be a valid excuse for being late or missing a day's work.

## DATA PROTECTION STATEMENT

Romax Recruitment provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data, we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data.

## COLLECTION AND USE OF PERSONAL DATA

Romax Recruitment will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

## LEGITIMATE INTEREST

This is where Romax Recruitment has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Romax Recruitment has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing your database and keeping work-seeker records up to date;
- Contacting the individual to seek your consent where you need it;
- Providing work-finding services to the individual, including sending their information to your clients where they have demonstrated an interest in doing that particular type of work but not expressly consented to you passing on their cv;
- Contacting the individual with information about similar products or services that they have used from you recently; and
- Passing work-seeker's information to debt collection agencies.
- Passing on right to work documents to clients ahead of assignment start date.

## RECIPIENT/S OF DATA

Romax Recruitment will process your personal data and/or sensitive personal data with the following recipients:

- Clients that you introduce or supply individuals to (if you supply into a particular sector, you can choose give examples e.g. schools, nurseries, hospitals, care homes, local authorities, warehouses. You do not need to name each individual client.
- Candidates' former or prospective new employers that you obtain or provide references to
- Payroll service providers who manage your payroll on your behalf
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
- Your insurers
- Your legal advisers
- Social networks
- Your IT and CRM providers
- The Disclosure and Barring Service

## DATA RETENTION

Romax Recruitment will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where record keeping table has obtained your consent to process your personal data, we will do so in line with our retention policy.

Upon expiry of that period Romax Recruitment will seek further consent from you. Where consent is not granted Romax Recruitment will cease to process your personal data.

## YOUR RIGHTS

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Romax Recruitment processes on you;
- The right of access to the personal data Romax Recruitment processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Romax Recruitment processing your personal data you have the right to withdraw that consent at any time by contacting Holly Griffin on [hollygriffin@romaxrecruitment.com](mailto:hollygriffin@romaxrecruitment.com)

There may be circumstances where Romax Recruitment will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Romax Recruitment processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

## COMPLAINTS OR QUERIES

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: **Holly Griffin** on **hollygriffin@romaxrecruitment.com**

You also have the right to raise concerns with Information Commissioner's Office on **0303 123 1113** or at **<https://ico.org.uk/concerns/>**, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

If, during a temporary assignment, the Client wishes to employ me direct, I acknowledge that Romax Recruitment will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by Candidate

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Print Name

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Date

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