



Privacy Notice

Issue Level: JSM
Group Services

Procedure

1.0 Who We Are and Who This Notice Covers

JSM Group Services Limited (“JSM”, “we”) is the controller of the personal data described in this notice. Our Data Protection Officer can be contacted at dataprotection@jsmgroup.com.

This single notice explains how we use personal data about everyone we deal with: our employees and workers (Section 3.0), job applicants and candidates (Section 4.0), and the individuals we work with at our clients, suppliers and business partners (Section 5.0). Sections 6.0 onwards apply to everyone. Please read the section that applies to you together with the common sections.

2.0 The Principles We Apply to Everyone

Whoever you are, we apply the same standards: we collect only what we need for a stated purpose, keep it accurate and secure, retain it only as long as necessary, and never sell personal data. Where we use special category data, such as health information, we do so only under a specific condition of the Data Protection Act 2018.

3.0 Employees and Workers

We collect identity and contact details, right to work documentation and emergency contacts; employment records including contract, role, pay, benefits, bank, pension and tax information; performance, training, competency and conduct records; attendance and absence records; health information such as occupational health referrals, fit notes and reasonable adjustments; site, vehicle and systems data including access records, vehicle telematics, CCTV at our premises and IT usage; and incident and investigation records where you are involved in or witness an event.

Purpose	Personal Data Used	Lawful Basis
Administering employment, pay, pensions and benefits	Identity, contract, pay, bank, tax and pension data	Performance of your contract; legal obligation
Managing performance, training, competency and conduct	Performance, training and conduct records	Contract; our legitimate interests in a skilled, safe workforce
Protecting health, safety and wellbeing	Health data, occupational health reports, incident records	Legal obligation; employment law conditions for special category data
Site security and asset protection	Access records, CCTV, vehicle telematics	Our legitimate interests in protecting people, sites and assets

4.0 Job Applicants and Candidates

We collect your application, CV and interview records; right to work documentation and, where relevant to the role, licence and certification details; references and the outcomes of pre-employment checks appropriate to the role; and information provided by recruitment agencies acting on our behalf.

Purpose	Personal Data Used	Lawful Basis
Assessing your application and suitability	Application, CV, interview and assessment records	Steps at your request before a contract; our legitimate interests

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Verifying right to work and qualifications	Right to work documents, licences, certifications	Legal obligation
References and pre-employment checks	Referee details, responses, check outcomes	Our legitimate interests; consent where required
Keeping your details for future roles (only if you agree)	CV and contact details	Consent, withdrawable at any time

If your application is unsuccessful, we retain your records for the period in the JSM Retention Schedule and then delete them. If you join JSM, relevant records transfer to your employment file and Section 3.0 applies.

5.0 Clients, Suppliers and Business Partners

We collect business contact details; records of our dealings with you including correspondence, orders, contracts and site interactions; financial information needed to pay or be paid, such as the bank details of sole traders; and competency, accreditation and site access information where you attend our sites or projects.

Purpose	Personal Data Used	Lawful Basis
Managing contracts and commercial relationships	Contact details, correspondence, contract records	Performance of a contract; our legitimate interests
Making and receiving payments	Invoicing and bank details	Contract; legal obligation
Managing site access, safety and competency	Access records, competency data, CCTV at our premises	Our legitimate interests and legal obligations in running safe sites

6.0 Who We Share Personal Data With

We share personal data within the JSM group and with the providers who run services for us — payroll, pensions, benefits, occupational health, recruitment, screening and IT platforms — all under contracts containing the required data protection clauses. We share with our clients and principal contractors where site access, competency verification or project delivery requires it, with our insurers and legal advisors, and with HMRC and other authorities where the law requires.

7.0 International Transfers

Where personal data is transferred outside the UK, or accessed from outside the UK, we ensure a lawful transfer mechanism and appropriate safeguards are in place, such as UK adequacy regulations or the UK International Data Transfer Agreement. Details are available from the Data Protection Officer.

8.0 How Long We Keep Personal Data

We retain personal data in line with the JSM Retention Schedule: for the duration of your employment or our relationship, and thereafter only for the period required by law or needed to establish, exercise or defend legal claims, before secure disposal. Details of specific periods are available from the Data Protection Officer.

9.0 How We Protect Personal Data



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We protect personal data through technical and organisational measures aligned to our ISO 27001 certified Information Security Management System, including access controls, encryption and staff training.

10.0 Your Rights

You have the right to access your personal data; to have it rectified; to have it erased in certain circumstances; to restrict or object to its processing; to data portability; and rights in relation to automated decision-making. To exercise any right, contact dataprotection@jsmgroup.com. We will respond within one calendar month, and you will never be penalised for exercising your rights.

11.0 Complaints and Review

If you are unhappy with how we handle your personal data, please raise it with the Data Protection Officer first so we can put it right. You also have the right to complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113.

This notice is issued under the Data Protection Policy Statement to meet Articles 13 and 14 of the UK GDPR. It is published to employees (Pulse/HiBob), candidates (recruitment communications) and clients and suppliers (website and onboarding), and is reviewed annually and following significant organisational or legislative change.

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