

Contractor Privacy Notice

Data controller: Workflow Services

The organisation collects and processes personal data relating to its contractors to manage its relationship with them. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This can include:

- your name, address and contact details, including email address and telephone number;
- the terms and conditions of your engagement as a contractor;
- details of your qualifications, skills, experience and career history, including start and end dates, and details of third parties to whom you provide services;
- information about your remuneration and expenses, including details of the services and the days and hours on which you provide services under your contractor engagement;
- details of your bank account and VAT registration details;
- the duration of any periods during which you are unable to provide the services under your contractor engagement;
- details of insurance contracts maintained and payment of insurance premiums in accordance with your obligations under your contractor engagement; and
- emergency contact details.
- vehicle telematics and location data generated when you use a company fleet vehicle fitted with a vehicle tracking device.

The organisation collects this information in a variety of ways. For example, data is collected through CVs or resumes; from forms completed by you at the start of or during your engagement; from correspondence with you; or through interviews or other meetings.

In some cases, the organisation collects personal data about you from third parties, such as from previous clients in order to obtain trade references, for example.

Data is stored in a range of different places, including in the organisation's HR management systems and in other IT systems (including the organisation's email system).

Company fleet vehicles used by employees and contractors are fitted with vehicle tracking devices. Further information about the operation of the vehicle tracking system can be found in the *Company Vehicle Use Policy*.

Workflow Services Contractor Privacy Notice	Version	1.2	Authorised by (initials)	MW
	Effective Date	06/07/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 1 of 6	

Why does the organisation process personal data?

The organisation needs to process data to enter into a contractor engagement with you and to meet its obligations under the contractual arrangements between us. For example, it needs to process your data to provide you with a contractor agreement and to pay you in accordance with the contract.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the contractor engagement. Processing contractor data allows the organisation to (but not limited to):

- offer contractor engagements to appropriate and suitably qualified individuals;
- maintain accurate and up-to-date records of contractual rights and obligations;
- operate and keep a record of hours to allow effective workforce management;
- ensure effective business administration and administration of your contract and payment;
- ensure health and safety compliance;
- monitor and report on performance and compliance;
- ensure compliance with legal, tax, regulatory and auditing requirements;
- respond to and defend against legal claims.
- manage company fleet vehicles, protect company assets, promote driver safety, investigate incidents and meet legal and insurance obligations through the use of vehicle tracking devices installed in company fleet vehicles.

The organisation processes special categories of personal data, such as information about health or medical conditions, with your explicit consent, which can be withdrawn at any time by contacting Helen Phillips, Head of Business Management, helen@wfs-ltd.co.uk. Contractors are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information will be shared internally with internal staff who need access, including the finance, contracts, commercial and HR teams and your primary point of contact in the organisation, and managers in the business area to which you provide services.

Where relevant, authorised managers and those responsible for fleet management may access vehicle telematics data for these purposes.

The organisation shares your data with third parties that process data on its behalf in connection with making payments.

The organisation may share your data with third parties such as clients and customers in the context of sharing your CV when proposing you as a potential candidate for an engagement. The organisation will seek your consent to do so before sharing your CV with a client or customer.

The organisation will not transfer your data to countries outside the UK.

Workflow Services Contractor Privacy Notice	Version	1.2	Authorised by (initials)	MW
	Effective Date	06/07/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 2 of 6	

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of the measures in place can be obtained from Helen Phillips, Head of Business Management, Helen@wfs-ltd.co.uk.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

1. Supplier Data

Category of data	Purpose of retention	Retention period
Contact information	To manage supplier relationships, contracts, and communication.	Duration of the supplier relationship + 6 years
Financial information	For processing payments and maintaining financial records	Duration of the supplier relationship + 6 years
Contracts and agreements	To maintain contractual records and ensure accountability	Duration of the contract + 6 years
Performance records	To evaluate and document supplier performance	Duration of the supplier relationship + 3 years
Legal compliance records	To comply with statutory obligations and address disputes	6 years after the relationship ends
Driving licence records	To verify legal eligibility to drive and check DVLA record for compliance	Duration of engagement / until driving duty ceases + 6 years

2. Client Data

Category of data	Purpose of retention	Retention period
Contact information	For communication and project management purposes	Duration of the client relationship + 6 years
Financial information	To facilitate project execution and maintain a record of deliverables	Duration of the project + 6 years

Contracts and agreements	To maintain contractual records and ensure accountability.	Duration of the contract + 6 years.
Performance records	To evaluate and document supplier performance.	Duration of the supplier relationship + 3 years.
Legal compliance records	To comply with statutory obligations and address disputes	6 years after the relationship ends.

3. HR Data

Category of Data	Purpose of Retention	Retention Period
Employee contact details	For communication and employment administration	Duration of employment + 6 years.
Employment contracts	To record the terms of employment and for legal compliance	Duration of employment + 6 years.
Payroll and tax information	To meet payroll and HMRC obligations	6 years from the end of the tax year.
Performance and appraisal	To monitor and support employee performance	Duration of employment + 6 years.
Disciplinary records	To manage workplace behaviour and resolve disputes	6 years after the disciplinary process concludes.
Recruitment records	To document hiring decisions and comply with equal opportunities	1 year for unsuccessful candidates; successful candidates' records retained as above.
Right to Work documentation	To comply with legal obligations regarding employee eligibility	Duration of employment + 2 years.
Absence and leave records	To manage leave entitlements and monitor absence trends	Duration of employment + 6 years; health data 7 years.
Driving licence records	To verify legal eligibility to drive and check DVLA record for compliance	Duration of employment / until driving duty ceases + 6 years
Occupational Health records	To comply with legal obligations regarding storage of health records	Duration of employment + 40 years

4. General Data

Category of Data	Purpose of Retention	Retention Period
Email communications	For documentation of communications and agreements.	6 years unless part of a contractual or legal obligation.
Audit logs	For security, compliance, and monitoring purposes.	1 year unless required for ongoing investigations or legal matters.
System access records	For security and system integrity purposes.	6 months to 1 year depending on the system.
Vehicle telematics/location and journey data	Fleet management, health and safety, security, incident investigation and insurance purposes	2 years

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Helen Phillips, Head of Business Management, Helen@wfs-ltd.co.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to us using our complaints form (available on our website or from a member of the HR team) or to the Information Commissioner's Office.

What if you do not provide personal data?

You have some obligations under your contractor engagement to provide the organisation with data. In particular, you are required to report periods during which you are unable to provide services and may be asked to provide details of the insurance policies you maintain in accordance with your contractor engagement.

Workflow Services Contractor Privacy Notice	Version	1.2	Authorised by (initials)	MW
	Effective Date	06/07/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 5 of 6	

Certain information, such as contact details and payment details, have to be provided to enable the organisation to enter into a contractor engagement with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the contractor engagement efficiently.

Automated decision-making

Decisions relating to your contractor engagement are not based solely on automated decision-making.

Monitor and Review

The Directors of the Company will assume responsibility for the monitoring, review and implementation of this privacy notice.

This privacy notice will be reviewed annually or following any significant changes.

This privacy notice has been approved & authorised by:

Name: Mark Williamson

Position: Managing Director

Date: 06/07/2026

Signature: 

Workflow Services Contractor Privacy Notice	Version	1.2	Authorised by (initials)	MW
	Effective Date	06/07/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 6 of 6	