



## **Privacy Statement**

The Government has committed to updating and strengthening UK data protection laws through a new Data protection Bill which comes into force on 25 May 2018.

HOPS Labour Solutions Ltd are committed to upholding the new regulations and maintaining the trust and confidence of our clients. We only collect personal data about you in order to provide recruitment services. We will not collect any personal data from you that we do not need.

### **Use of Personal Information**

All details provided by our farmers, growers, participants and partner organisations, via the HOPS registration forms (farmers, growers and partner organisations) and application forms and CV's (participants), will only be used to administer the HOPS Seasonal Workers Programme.

We may share aggregated demographic information with our partner organisations, for example overseas Universities. This will be in an anonymised format and not linked to any personal information that can identify any individual person. No personal information is currently transferred outside of the EU.

When an individual completes an application form or submits a CV containing their personal information, copies of two forms of ID are also requested and a passport size photograph. In order for us to use the data captured on your application form and/or CV, you will be required to opt in via a check box at the bottom of the application form or on the website. Personal details requested are listed on the application form and only relate to finding a suitable work placement.

All information contained on the participant's application form and all information regarding the participant's employment may be held on paper and stored electronically on HOPS secure cloud-based portal and may be shared with:

- The Home Office (Including UK Visas and Immigration and the Police Service)
- Any other Government department with an interest in the scheme
- HOPS auditing bodies (currently DB Compliance, Clearview)
- Barclaycard Prepaid (where banking facilities have been requested by the participant or the employer)
- The farmers and growers that are registered to Hops Labour Solutions Ltd

Participants may ask for a copy of the information that we keep about you. You are entitled to view, amend or delete the personal information that we hold. If you wish to do this, you should write to us immediately – by emailing [caryn.may@hopsls.com](mailto:caryn.may@hopsls.com) (designated person responsible for data protection compliance) or writing to HOPS Labour Solutions Ltd, Unit 178, 10<sup>th</sup> Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG. You will need to supply your application number and date of birth on any correspondence. Subject access requests will be dealt with within one month. No charge will be made for simple access requests.

Participants must understand that if they request for their personal data be deleted, this may affect the ability of HOPS to process their application or to provide repatriation insurance.

We will retain your data for legal business purposes for a period of up to five years; unless a request is received in writing to delete or destroy this information.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

### **The Website**

The HOPS website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

### **Disclosure of Information**

Personal details will only be used by HOPS Labour Solutions Ltd and shared with the parties recorded above. We will **NOT** disclose this information to anyone else without first obtaining permission.

### **Mailing addresses and email addresses**

HOPS Labour Solutions Ltd will not send out unwanted mail, junk mail or email messages, nor knowingly pass addresses or email addresses to any third party engaged in such activities. Furthermore we take every precaution to minimise the risk of computer viruses using stored email address lists to send unsolicited email.