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INFORMATION ABOUT OUR ASSOCIATES AND NEW APPLICANTS

INTRODUCTION

We need to process personal data about our own workers (and people applying to work for us) so that we can carry out our role (for example, by ensuring that we have the right workforce to support our client providers) and so we can meet our contractual responsibilities.

EQUALITY MONITORING

The personal data that we process includes information about racial or ethnic origin, religion, disability, gender, and sexuality. We use this information to check we are promoting and ensuring diversity in our workforce and to make sure we are complying with equalities legislation.

Our workers decide whether to share this monitoring data with us and can choose to withdraw their consent for this at any time. Associates who wish to withdraw their consent for us to process this data can contact our HR team.

OTHER PERSONAL DATA

Other personal data that we are required to process includes information on qualifications and experience, pay and performance, contact details, bank details, and service records (including records of continuous service and pension contributions/entitlements).

FIT AND PROPER PERSON TEST

We check that people who work for us are fit and suitable for their roles. This may include asking people to undertake Disclosure and Barring Service (DBS) checks.

DECLARATION OF INTERESTS

People joining GPS will be asked to complete a 'declaration of interests' form to identify any clients to which they have close links (for example, because they have previously worked there or because the service is run by a close relative) or any other issues which could cause a perceived conflict of interest. Workers are regularly asked to update these forms.

OBLIGATORY DATA SHARING

We share information about our associates as required to meet our contractual obligations to them – for example, by sharing relevant personal data with pension service administrators. We also share personal data where required by law – for example, by providing information about our associates to HMRC.

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