

Candidate Personal Data Statement

I confirm that all the information I have provided is correct. I consent to Advance TRS collecting, processing, and storing my personal data as outlined in this statement and in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and, where applicable, equivalent legislation in Ireland. My personal data will be used for providing me with employment opportunities, conducting lawful checks, and fulfilling Advance TRS's statutory obligations.

Data Collection and Processing

Advance TRS may collect, store, and use my personal data for the following purposes:

- Providing me with temporary work and/or employment opportunities and/or training.
- Conducting employment, reference, and legal compliance checks (e.g., right-to-work).
- Ensuring compliance with health and safety regulations and statutory obligations.

Advance TRS will request references from my work and/or personal referees. With my additional written consent, Advance TRS may also obtain a credit reference from a credit reference agency and/or a Disclosure from the Disclosure and Barring Service (DBS). Advance TRS will not request a reference from my current employer without my consent.

Data Sharing

Advance TRS may share my personal data with the following parties:

- Associated companies within Advance TRS.
- Third-party training providers, payroll processors, and other organisations supporting my employment.
- Organisations that employ or engage me directly or through Advance TRS.

These organisations are required to process my data securely and in compliance with data protection laws. My personal data may be shared for the purpose of processing my application, ongoing personnel administration, additional screening, and inspecting Advance TRS files.

Sensitive Data Processing

With my explicit consent, Advance TRS may collect and process sensitive personal data, including but not limited to:

- Racial or ethnic origin.
- Religious beliefs or other beliefs of a similar nature.
- Membership of a trade union.
- Physical or mental health or condition.
- Commission or alleged commission of any offence.

Advance TRS Ltd.

Advance TRS Ltd. Womersley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR
Registered in England and Wales: 07653252, Tel: +44 1483 361061

Sensitive personal data will be used only for purposes such as equal opportunities monitoring, health and safety, sick pay schemes, and compliance with statutory obligations.

Retention of Personal Data

My personal data will be retained for up to 7 years after my relationship with Advance TRS ends, or as required by law. After this period, it will be securely deleted or anonymised.

Communication Preferences

Advance TRS and associated companies may contact me by telephone, email, SMS/text message, post, or any other appropriate form of communication for the purposes set out in this agreement. I may specify my preferred methods of communication:

☐ Email ☐ SMS/Text ☐ Phone ☐ Post

Privacy Policy

For more information on how Advance TRS processes and protects your personal data, please refer to our Privacy Policy, available at <https://www.advance-trs.com/web-privacy-policy/>.

I acknowledge that without my consent to process my personal data in this manner, Advance TRS will be unable to assist me in my search for work. I hereby confirm that my personal data may be held and disclosed for the purposes and in the manner set out above.

Andy Ridout



Managing Director

January 2025

Advance TRS Ltd.

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