

## 1. Definitions and Interpretation

The following definitions should be used to interpret this Agreement.

- 1.1. The "Agreement" means this employment contract;
- 1.2. The "Assignment" means the period
- 1.3. during which the Employee is engaged to provide Services to the Customer or Client;
- 1.4. The "Assignment Sheet" means written confirmation of the detail of a particular Assignment to be given to the Employee on acceptance of that Assignment;
- 1.5. The "Client" means any third party other than a Customer for whom or at whose premises the Services are performed;
- 1.6. The "Commencement Date" refers to the date specified in the separate Assignment Schedule provided to the Employee. If the Employee's right to work in the UK cannot be established due to insufficient identification, the Commencement Date shall instead be the date on which the Company confirms that the Employee's right to work has been verified and their employment has begun.
- 1.7. The "Company" means Quest Pay Solutions NE Limited;
- 1.8. The "Customer" means a third party, comprising either an employment business or agency or other business, and who is the party with whom the Company enters into a contract;
- 1.9. The "Customer Agreement" means the agreement between the Company and the Customer to provide the Services to the Client;
- 1.10. The "Employee" means the individual who has printed and signed their name at the bottom of the Registration form.
- 1.11. "Incapacity" means sickness or injury leaving the Employee incapable of performing the Services;
- 1.12. "Intellectual Property Rights" means patents, rights to Inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.
- 1.13. "Inventions" means inventions, ideas and improvements, whether or not patentable, and whether or not recorded in any medium.
- 1.14. "National Minimum Wage" means the applicable rate under the National Minimum Wage Act 1998 and the National Minimum Wage Regulations 2015.
- 1.15. Remuneration" is the aggregate of any monies payable by the Company to the Employee in respect of the Employee performing the Services;
- 1.16. The "Services" mean those services to be undertaken by the Employee as provided for in the Assignment Sheet;
- 1.17. "Week" means any period of seven days commencing on Sunday and ending with Saturday.
- 1.18. The masculine gender shall be taken to mean the feminine and the singular includes the plural and vice versa;
- 1.19. References to persons include corporate bodies.
- 1.20. The Company reserves the right to make reasonable changes to any of the Employee's terms of employment. The Employee will be notified in writing of any change as soon as possible.

## 2. Job Title, Place of Work and Duties

- 2.1. The Employee is employed by the Company with effect from the Commencement Date. No employment with a previous employer counts towards the Employee's period of continuous employment with the Company.
- 2.2. No probationary period applies to the Employee's employment with the Company
- 2.3. The Employee is required to complete the Assignment which is offered to and accepted by him except where he reasonable has a reasonable excuse. If the Employee wishes to terminate

an Assignment, the Employee must give the Company at least one month's notice. Termination of an Assignment is not termination of the Employee's employment by the Company or by the Employee and does not affect the continuity of the Employee's employment.

- 2.4. Unless directed by the Company, or prevented by Incapacity, the Employee will devote his full time and abilities to the Services as required by the Company or Client.
- 2.5. Each Assignment may require the Employee to work at various locations within a reasonable distance of their home address. The Employee will be informed of the relevant hours of work for each Assignment when it is offered to him and the location and hours for each assignment will be contained in the relevant Assignment Sheet.
- 2.6. The Employee will not be required to work outside the UK for any continuous period of more than one month during the term of their employment.
- 2.7. The Employee shall take and comply with such other measures as may be reasonably necessary in respect of precautions for safeguarding all persons and property as may be affected by the performance of the Services.
- 2.8. In the event the Employee commences the Services without signing the Agreement then the Employee will be deemed to have accepted the terms of this Agreement.
- 2.9. The Employee has no permanent place of work and will be required to work at locations as notified from time by the Company. The Employee will report when instructed to the Company at Unit A, Telford Court, Chester Gates, Chester, CH1 6LT but will work from such Client premises as may be required from time to time.
- 2.10. The Company can help the Employee to source their next assignment at the end of an Assignment.
- 2.11. The Employee may be required to undertake training provided by Clients from time to time, including in relation to the Client's working practices and health and safety. Any compulsory training and/or training which the Employee must pay for will be set out in the Assignment Sheet.

## 3. Liability, Indemnity and Drivers Negligence Insurance

- 3.1. The Supplier maintains insurance policies, including Public Liability, Professional Indemnity, and (where applicable) Driver Negligence cover, which provide protection for work undertaken by the Employee within the scope of their employment. These policies are maintained at the Supplier's expense and in accordance with all statutory and contractual requirements.
- 3.2. Where a claim arises in connection with the Employee's actions, negligence, or omissions, the Supplier will manage the claim directly with its insurer. The Employee will, however, be responsible for the applicable policy excess for any such claim. The Supplier may deduct the value of the excess from any pay due to the Employee. The remainder of any valid claim will be met by the insurer, subject to the terms, limits, and conditions of the Supplier's policy.
- 3.3. The Employee must report to the Supplier any accident, incident, or event that may give rise to a claim as soon as reasonably practicable and in any event no later than seven (7) days after the occurrence, or prior to their next or final payment, whichever is sooner. Failure to notify within this timeframe may result in the Supplier recovering the excess from the Client (agency) or, if recovery is not possible, withholding the amount from the Employee's pay.
- 3.4. The Employee acknowledges that any Driver Negligence Insurance provided by the Supplier does not apply to all drivers and it is the Employee's responsibility to confirm eligibility under the terms of the policy before submitting a claim. If the Employee makes a claim under the Driver Negligence Insurance, they will be responsible for the cost of the applicable excess, the amount of which will be confirmed by the Supplier at the time of the claim.
- 3.5. Driver Negligence Insurance does not cover any driver who:

- a) is under 18 years of age;

- b) does not hold a full United Kingdom or equivalent EU/EEA driving licence appropriate for the vehicle being used;
  - c) has more than nine (9) penalty points on their licence;
  - d) has been convicted of any motoring offence within the past five (5) years with any of the following conviction codes:  
AC10, AC20, AC30, BA10, BA30, BA40, BA60, CD40, CD50, CD60, CD70, CD80, CD90, DD10, DD40, DD60, DD80, DD90, DG10, DG40, DG60, DR10, DR20, DR30, DR31, DR40, DR50, DR60, DR61, DR70, DR80, DR90, IN10, LC30, LC40, LC50, MR09, MR19, MR29, MR39, MR49, MR59, MS50, MS70, MS80, MS90, UT50, TT99; or
  - e) has been convicted of a criminal offence relating to a motoring incident unless the conviction is spent under the Rehabilitation of Offenders Act 1974.
- 3.6. Any failure by the Employee to meet the conditions set out in clause 3.5 will render them ineligible for cover under the Driver Negligence Insurance.
- 3.7. Inclusion under the Supplier's insurance does not remove or reduce the Employee's personal responsibility for any loss or damage caused by their negligence, misconduct, or breach of duty. The Supplier reserves the right to recover any uninsured losses arising from such actions and may amend, suspend, or withdraw insurance cover at its sole discretion and without notice.

#### 4. Hours of Work

- 4.1. The Company undertakes at all time during the currency of this Agreement to use reasonable endeavours to allocate the Employee to suitable Assignments. Without prejudice to the Company's rights under clause 4, as a minimum guarantee the Employee will be offered at least 336 hours of work on Assignment over the course of any full 12 months' period commencing on the Commencement Date and each anniversary thereof paid at a rate at least equivalent to the National Minimum Wage rate in force from time to time. For part-time employees the guarantee shall be prorated. For the avoidance of doubt there is no entitlement to any particular number of hours of work on Assignment in any particular period shorter than 12 months. The provisions of the Apportionment Act 1870 shall not apply to this Agreement. Save as provided for herein the Company does not guarantee that there will always be a suitable Assignment to which the Employee can be allocated. The Employee acknowledges that there may be periods when no work is available for the Employee. In such circumstances the Company has no obligation to pay the Employee when the Employee is not carrying out work or on an Assignment. The Employee is obliged to work when required by the Company. If the Employee does not work when required to do so by the Company, without good cause, the Company shall be entitled to terminate the Employee's employment with immediate effect. The Employee's assigned hours of work will vary according to the requirements of the Client. It is a condition of the Employee's employment that the Employee works flexibly in accordance with these requirements. The Company will give the Employee as much advance notice as is reasonably practicable of the hours the Employee will be required to work and the hours of work for the Assignment will be set out in the relevant Assignment Sheet.

#### 5. Duration and Notice

- 5.1. If the Employee wishes to terminate his employment, the Employee must give the Company one months' written notice. The Company will give the Employee notice in accordance with the current statutory minimum period of notice to terminate the Employee's employment, which is currently as follows:
- one week, if the Employee has been continuously employed for at least one month, but less than two years;

- after 2 complete years, one week for each complete year of continuous employment up to a maximum of 12 weeks' notice.
- 5.2. When the Employee is not on assignment he is obliged to contact the Company regularly to confirm his availability to undertake further Assignments. In the event that the Employee fails to contact the Company for any continuous period of four weeks following the end of his last Assignment the Employee expressly agrees that the Company may choose to treat this as notice of termination of his employment with immediate effect.

#### 6. Warranty

- The Employee warrants that he;
- 6.1. has read and understood this Agreement, and
  - 6.2. has the correct qualifications and experience to provide the Services, and
  - 6.3. has the legal right to work in the countries he is required to provide the Services, and has provided evidence of this to the Company in accordance with the Asylum and Immigration Act 1996, and
  - 6.4. has made the Company aware of any convictions or pending court action that have or might result in a prison sentence; and
  - 6.5. has made the Company aware of any Services undertaken for the Client prior to the Commencement Date, and
  - 6.6. has no criminal record, and
  - 6.7. has no alcohol or drug related problem, and
  - 6.8. is willing to undergo a drugs test prior to or after the Commencement Date if required, and
  - 6.9. will supply the name, address and telephone number of business referees covering the last 5 years if requested to do so by the Company, Client or Customer, and
  - 6.10. shall abide by the Client's rules and regulations, and
  - 6.11. shall immediately notify the Company of any complaints made by the Client about them, and
  - 6.12. understands that the Employee shall not be an agent of the Company or the Client or in any way represent himself as such and does not have the authority to sign any document whatsoever and will not hold himself out as having such authority on behalf of the Company; any documents or similar which are signed by the Employee will not legally bind the Company, and
  - 6.13. has the right to use all software that he may utilise in connection with the Services and that such use does not infringe any third party property rights and that all necessary licences in connection with the use of the software have been purchased, and
  - 6.14. will at all times have adequate motor vehicle insurance that covers business use if the Employee is utilising a motor vehicle in connection with the provision of Services to the Client, and
  - 6.15. will not (during the term of this Agreement or any time thereafter) publicise or comment in the media on this Agreement, or the dealings of the Company or the Client without the express prior written approval of the Company, and
  - 6.16. where instructed, will submit timesheets to the Company within 7 days of the end of the week, if weekly, or month, if monthly.

#### 7. Remuneration

- 7.1. The rate of remuneration will vary according to the rates agreed with Clients for whom the Employee provides Services. The Employee will be notified in writing by the Company of the hourly rates of remuneration applicable to an Assignment as soon as reasonably practicable and in the relevant Assignment Sheet. This will be at a rate at least equivalent to the relevant National Minimum Wage rate in force from time to time.
- 7.2. The Employee will be paid weekly (or such other frequency as set out in the Assignment Sheet) in arrears on or about the Friday of each week directly into the Employee's bank or

- building society account for the hours worked the previous week (or such other period set out in the Assignment Sheet).
- 7.3. The Employee shall keep a timesheet record of the hours spent performing the Services. The timesheet must show the number of hours the Employee has worked each day and be signed by each of the Employee and the Client. Where instructed, the Employee must submit a copy of each timesheet to the Company. The Employee can only claim payments for hours worked that are supported by correctly completed timesheets. Original timesheets must be forwarded to the Customer.
- 7.4. The Company will pay the Employee for correctly submitted and authorised timesheet hours or days only.
- 7.5. The Company shall deduct from the Remuneration any sums which it is required or authorised by law to deduct.
- 7.6. Any over-payment of Remuneration by the Company to the Employee shall be recoverable from the Employee.
- 7.7. The Company will be entitled at any time during the term of this Agreement and/ or at its termination to deduct from any payment to the Employee any monies owed to the Company by the Employee. Failure by the Employee to fulfil the terms of the Agreement will entitle the Company to withhold any payments due to the Employee without prejudice to any other rights in law, which the Company may have against the Employee arising out of the breach of this Agreement.
- 7.8. You are not currently entitled to any benefits during your employment.

## 8. The Agency Worker Regulations 2010 (AWR)

- 8.1. AWR provides agency workers the right to equal treatment in basic working and employment conditions after 12 weeks of continuous assignment with the same hirer.
- 8.2. Once the 12-week Qualifying Period is completed, you will be entitled to the same basic terms as a comparable direct employee of the hirer, including:
- Pay (including holiday pay and performance-related bonuses);
  - Working hours, rest breaks, and annual leave entitlements.
- 8.3. Benefits such as occupational sick pay or pensions are excluded unless offered by the hirer as part of basic conditions.
- 8.4. QPS will track your Qualifying Period and liaise with the recruitment agency or hirer to confirm entitlement details.
- 8.5. You must notify QPS of any changes affecting your assignment duration or conditions.
- 8.6. A break of 6 weeks or more between assignments with the same hirer resets the Qualifying Period. Certain absences, such as sickness or maternity leave, pause but do not reset the period.
- 8.7. If you believe your AWR rights aren't met, notify QPS in writing. We will investigate and resolve the matter in consultation with the relevant parties.

## 9. Annual Leave

- 9.1. The Company's holiday year runs between 1st February and 31st January. The Employee is currently entitled to 5.6 weeks' paid annual leave per year. This entitlement amounts to 28 days' paid annual leave in the full working year (260 working days) for a full-time employee and part-time employees will receive this entitlement pro rata. This entitlement includes the usual public/ bank holidays in England and Wales. The Employee's holiday entitlement may change from time to time in line with the Agency Workers Regulations 2010 ("AWR") once the Qualifying Period (as defined in the AWR) is met.
- 9.2. Holiday pay is calculated in accordance with the Working Time Regulations 1998 and accrues at a rate of 12.07% of the Employee's gross taxable pay for each hour worked. This percentage reflects the statutory entitlement to 5.6 weeks' paid leave per annum for a full-time worker. By default, holiday pay is calculated at the same rate (12.07%) and paid alongside weekly wages. Under this arrangement, the Employee acknowledges that any

subsequent leave will be unpaid, as the holiday pay will have already been disbursed.

Alternatively, the Employee may elect to have holiday pay retained by the Company, to be paid out upon request or during periods of approved leave.

The Company reserves the right to amend the percentage used for holiday pay calculation in the event that the Working Time Regulations 1998 are revised or if statutory entitlements change.

- 9.3. On termination of employment, the Employee will be entitled to be paid in lieu of accrued but untaken holiday if they have chosen this option.

## 10. Other Leave

- 10.1. The Employee may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the Company's rules applicable to each type of leave in force from time to time:
- a) statutory maternity leave;
  - b) statutory paternity leave;
  - c) statutory adoption leave;
  - d) shared parental leave; and
  - e) parental bereavement leave
- 10.2. Further details of such leave are available from the Employee's Quest Pay Solutions Consultant.

## 11. Pension

- 11.1. The Company will comply with its employer pension duties in accordance with Part 1 of the Pensions Act 2008. The Employee is eligible to be enrolled into the NEST pension scheme. Further details of the pension scheme are available from the Employee's Quest Pay Solutions Consultant.

## 12. Incapacity

- 12.1. In the event of the Employee's absence for whatever reason the Employee or someone on their behalf should contact the Company's Sales and Customer Service team as soon as possible before the normal starting time on the first day of the absence to inform them of the reason for the absence.
- 12.2. If the absence is due to sickness, and lasts for up to 7 days (including weekends) a self-certification form must be completed and sent to the Company as soon as possible. Copies of the form will be supplied to the Employee, or can be obtained from The Company's Sales and Customer Service team.
- 12.3. In respect of absences lasting more than 7 days, a medical certificate signed by the Employee's doctor stating the reason for the absence must be sent to the Company's Sales and Customer Service team. Further medical certificates should be sent thereafter as required, to ensure that the entire period of absence is duly covered by such certificates.
- 12.4. Provided that the Employee complies with the requirements of clauses 10.1 to 10.3 above and subject to the Employee satisfying the statutory criteria, the Company will pay statutory sick pay ("SSP") in accordance with the Government's statutory sick pay scheme.
- 12.5. For the purposes of the SSP scheme the agreed 'qualifying days' are those days when the Employee would normally have worked for the Company over the period of 12 weeks prior to the date of sickness.

## 13. Summary Termination

- 13.1. The Company may terminate this Agreement without notice (but without prejudice to any other remedy or remedies which the Company may have against the Employee) and the Employee will have no claim for notice pay or damages or otherwise against the Company if:
- 13.2. The Employee becomes the subject of a bankruptcy order or an Interim order under the insolvency Act 1986;

- 13.3. The Employee is convicted of any criminal offence (other than a road/traffic offence for which the penalty is other than imprisonment);
- 13.4. The Employee commits or is reasonably believed by the Company to have committed any act of dishonesty, gross misconduct or another act which may seriously affect his ability to discharge his duties;
- 13.5. The Employee does not pass a drugs test, if required, to the satisfaction of the Company, Client or Customer;
- 13.6. The Employee becomes guilty of any serious or persistent neglect in the discharge of his duties, or wilfully or persistently breaches any of the provisions of this Agreement;
- 13.7. The Employee commits any act or conducts himself in a manner, which brings the reputation of the Company, Customer or the Client into disrepute;
- 13.8. The Employee's references are, at any time, deemed unsuitable by the Company, Client or Customer;
- 13.9. The Client ceases trading or becomes insolvent or commits an act of bankruptcy or is dissolved or goes into liquidation or makes a voluntary arrangement with its creditors or has a receiver or administrator or manager appointed of any of its assets;
- 13.10. The Customer Agreement is terminated for any reason or within 30 days of the invoice date the Customer has not paid the Company.

#### 14. Confidential information

- 14.1. The Employee shall not use or disclose to any person either during or at any time after their employment with the Company any confidential information. For the purposes of this clause 12, confidential information means any information or to the Employee's knowledge in the course of their employment, and which is not in the public domain or which is in the public domain as a result of the Employee's breach of this agreement.
- 14.2. The Employee shall immediately notify the Company should he becomes aware of the possession, use or knowledge of any of the Confidential Information by any unauthorised person, whether during or after the term of this Agreement and shall provide such assistance as is reasonable to deal with such an event.
- 14.3. The Employee agrees to sign any confidentiality agreement provided to him by the Client in such form as the Client may reasonably require.
- 14.4. The restriction in clause 12.1 does not apply to:
  - a) prevent the Employee from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
  - b) use or disclosure that has been authorised by the Company, is required by law or by the Employee's employment.
- 14.5. All property, software and other materials supplied by the Client or that is created in providing the Service shall be and shall remain the property of the Client.

#### 15. Intellectual Property

- 15.1. The Employee shall give the Company full written details of all Inventions and of all works embodying Intellectual Property Rights made wholly or partially by him at any time during the course of his employment which relate to, or are reasonably capable of being used in, the business of the Company. The Employee acknowledges that all Intellectual Property Rights subsisting (or which may in the future subsist) in all such Inventions and works shall automatically, on creation, vest in the Company absolutely. To the extent that they do not vest automatically, the Employee holds them on trust for the Company. The Employee agrees promptly to execute all documents and do all acts as may, in the opinion of the Company, be necessary to give effect to this clause 13.1.
- 15.2. The Employee hereby irrevocably waives all moral rights under the Copyright, Designs and Patents Act 1988 (and all

similar rights in other jurisdictions) which he has or will have in any existing or future works referred to in clause 13.1.

#### 16. Grievance and Disciplinary Procedure

- 16.1. The Company's Grievance Policy and Disciplinary Procedure can be obtained from the Company's website or by email to the Employee's Quest Pay Solutions Consultant.
- 16.2. If the Employee wishes to appeal against a disciplinary decision, they may apply in writing to their Quest Pay Solutions Consultant in accordance with the Company's Disciplinary Procedure.
- 16.3. The Company reserves the right to suspend the Employee with pay for no longer than is necessary to investigate any allegation of misconduct against them or so long as is otherwise reasonable while any disciplinary procedure against the Employee is outstanding.
- 16.4. If the Employee wishes to raise a grievance they may apply in writing to their Quest Pay Solutions Consultant in accordance with the Company's grievance procedure.

#### 17. Data Protection

The company will collect and process information relating to the Employee in accordance with the privacy notice which is on the Company's website

#### 18. Collective Agreement

There is no collective agreement which directly affects the Employee's employment.

#### 19. Entire Agreement

- 19.1. This Agreement sets out the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes and replaces all prior communications, representations, warranties, stipulations, undertakings and agreements whether oral or written between the parties and may not be varied except in writing as agreed between the parties. All other terms, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law.
- 19.2. The terms and conditions contained or referred to in this Agreement relating to the supply of the Services shall be to the exclusion of any terms and conditions submitted at any time whether printed or sent with any order form or otherwise.

#### 20. Jurisdiction

This agreement shall be governed and construed in accordance with the laws of England and Wales. Each party hereby submits to the exclusive jurisdiction of the English courts as regards any claim, dispute or matter arising out of or in connection with this Agreement and its implementation and effect.

The Employee acknowledges that he has received a copy of this Agreement and that they have read and understood the same and agree to be bound by all contractual terms contained in it. The Employee further agrees that he has checked that his address and payment details are accurate.

Signed by the employee:

Print name:

Dated:

**QPS is committed to protecting and respecting your privacy.**

Any references to our “we”, “us”, “our” means Quest Pay Solutions NI Limited as defined in section 1159 of the UK Companies Act 2006.

This notice together with our Data Retention Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The UK General Data Protection Regulation (UK GDPR) (Regulation (EU) 2016/679) has been directly incorporated into UK law sitting alongside the Data Protection Act 2018 (“DPA”) and aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

We will comply with UK GDPR and the DPA which means your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in a way which is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited to only those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept securely.

Please read the following carefully to understand more detail our views and practices regarding your personal data and how we will treat it.

For the purposes of data protection legislation in force from time to time our nominated representative is our Managing Director.

The information about you we may collect, hold and process is set out below:

(a) Information collected and processed for finding you a suitable role is as follows:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history
- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training
- Inbound and outbound calls are recorded for training and monitoring purposes

(b) Information in respect to individuals that have worked for us previously or may work for us is as follows:

- Passport (if applicable, permits and visas)
- Date of Birth
- National Insurance Number
- Full detail of job offers and placements
- Outcome of DBS and security clearance for certain roles (these will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.
- Medical information (in specified cases – medical information may be supplied by a third party such as your GP, Consultant or Occupational Health)
- References (these will be from your previous employer or personal references as appropriate).
- Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- A log of our communications with you by email and telephone
- Inbound and outbound calls are recorded for training and monitoring purposes

This information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency.

## How we use the information

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work whether on a temporary or permanent basis based on your requirements as set out below.

The information under A above may be used as follows:

- To match your skill sets with job vacancies to assist in finding you the positions that best match your expertise.
- To put forward your details to our clients and prospective employers for you to be considered for vacancies.
- To place you with our clients and prospective employers
- To keep you informed for available opportunities as they arise
- To keep you informed of the services offered by us

The information under B above may be used as follows:

- To establish that you have the right to work
- To undertake relevant security and DBS checks as required by our clients and as permitted by law.
- To deal with any medical and health and safety issues relating to specific positions
- To put in place contractual arrangements and documentation once a role has been secured
- To pay you if we find you work

## How we hold the information

All the personal data we have is stored on our database in the UK.

## Disclosure of your information

- Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed.
- Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA.
- Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.
- Other trusted third parties that we may share your data with are as follows: pension scheme providers, HM Revenue and Customs, Umbrella companies, legal advisors and other companies for the purpose of undertaking pre engagement checks for the role or for paying you.

## What is the legal basis for processing the information?

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the recruitment process.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety within the work environment or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.

Once a position has been found for you, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC. Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

## Your rights

You currently have the right at any time to ask for a copy of the information about you that we hold in addition to your right to be forgotten. If you would like to make a request for information please go to our website.  
Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.  
Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us via the website.

## Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns>

## Cookies

During the course of any visit to The Company's website, the pages you see, along with a short text file called a 'cookie', are downloaded to your computer. Many websites do this, because cookies enable website publishers to do useful things like find out whether you have visited the website before.

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website's computer and stored on your computer's hard drive. Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a web site to access the cookies it has already sent to you, not the cookies sent to you by other sites. Cookies record information about your online preferences. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time.

## Contact

Please address any questions, comments and requests regarding our data processing practices to Human Resources.

## Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time.

## Declaration & Signature Page

The following section outlines the key terms and processes that apply to your engagement with QPS under the Outsourced PAYE model. This information is provided to ensure clarity and transparency from the outset, including how payments are made, what deductions apply, your responsibilities, and the legal framework we are required to follow. This enables us to meet our obligations under UK tax and employment law, as well as the standards set by the FCSA. Our aim is to ensure you fully understand how the arrangement works so you can proceed with confidence from day one.

### Outsourced PAYE

Under the Outsourced PAYE arrangement, you are engaged as an employee for payroll purposes in relation to the assignment notified to us by the agency or end client. You are entitled to statutory employment rights applicable to PAYE workers, including Statutory Sick Pay (subject to qualifying criteria), statutory holiday entitlement, and automatic enrolment into a workplace pension scheme in line with legal requirements, unless you choose to opt out.

You will continue to submit timesheets to your agency or end client in accordance with their procedures. Once funds are received for your assignment, QPS will process your pay through PAYE. PAYE income tax and Employee's National Insurance contributions will be deducted in line with HMRC requirements, and the remaining balance will be paid to your nominated bank account as net pay. Any agreed payroll charges or costs applicable to the Outsourced PAYE arrangement are confirmed separately and are not deducted from your gross pay unless expressly stated and agreed in advance. You are covered by the appropriate insurances held by QPS for the purposes of payroll processing, including Public Liability and Professional Indemnity insurance, where applicable. Holiday pay will be processed in line with the agreed arrangement for your assignment, either accrued for use when leave is taken or paid as part of your regular pay, depending on the terms confirmed by the agency or end client.

You must complete your contract documentation via ZohoSign and successfully complete a statutory Right to Work check through TrustID before any payments can be processed. Failure to complete these steps may delay payment. All deductions are made strictly in accordance with UK tax legislation and your agreed terms of engagement. By signing this declaration, you confirm your consent to such deductions being made. All personal data will be processed in accordance with UK GDPR and the Data Protection Act 2018.

By signing below, you confirm that you have read, understood, and agree to the terms, declarations, and information set out in this document and the preceding pages.

**Signature:**

**Print name:**

**Date:**