

Pre-employment Privacy Policy

We think it's great that you're applying for a role at PayStream or Tifo! Our full title is PayStream Accounting Services Limited, which is part of My Max Holdings Limited. We want to let you know that any personal information that you provide to us during your recruitment process will be kept safe.

We take data protection seriously and this Privacy Policy will explain how we use any personal information that we collect about you.

What information do we collect from you?

We collect information about you when you complete our pre-employment questionnaire, send us your CV or provide any information to us when applying for a position at PayStream or Tifo. If you have been referred by a recruitment business, they will have given us your name and CV. If your application is passed through to the next stage of the recruitment process we will normally ask you to complete an online assessment and we currently use a company called Elenchus for this purpose.

If you are offered a position at PayStream or Tifo.

For certain roles, where you may have access to sensitive data or have escalated systems permissions, we will conduct enhanced employment checks. Such checks must be completed prior to you starting employment with us. If you are offered a role where enhanced checks are required you will be given more information on these checks and what data will be collected at the offer stage.

How will we use the information about you?

We collect information about you so that we can decide whether you are suitable for a role at PayStream or Tifo. If you have been referred to us from a recruitment business, we may discuss your potential with your recruiter. We collect, use and retain your personal information for legal reasons. It is a statutory requirement and we act within the realms of employment law. It is important that we get the right candidate for the job. If you do not provide the personal data, we will not be able to employ you.

In regards to the online assessment, Elenchus use a combination of personality, aptitude and occupational preference assessments and provide a very comprehensive picture of a candidate, which will help us determine your suitability for working at PayStream or Tifo. The assessments are free of bias and are administered, validated and results determined by a suitably trained person. We collect, use and retain this data for the purposes of ensuring we get the right candidate for the job and so it is in our legitimate interests to do so. As above, if you do not complete the online assessment, we will not be able to employ you.

If you are unsuccessful in this process, we will retain your personal information for 12 months (from the date of your application or the date that your details were sent over to us by the recruitment business), for legal reasons (for example to protect the business in the event of any discrimination claim) and because it is in our legitimate interests to do so (for example to monitor duplicate candidate applications and so we can fulfill our contractual obligations to recruitment agencies where applicable) then delete it. If you are successful, you will receive a new Privacy Policy from us.

Your rights

You have a number of rights in respect of your personal information. You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact hr@paystream.co.uk or write to HR Department at PayStream, Mansion House, and Manchester Road, Altrincham, WA14 4RW.

We want to make sure that your personal information is accurate and up to date. Please ask us to correct or remove information you think is inaccurate and we will let you know once we have done this. We will only use your personal information as we have described in this Privacy Policy, but, in the unlikely event that we use it in a different way, you can ask us to delete it.

For further information on data protection please visit the Information Commissioner Office (ICO) website. The Information Commissioner Office regulates data protection. If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal information, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113 or visit the [website](#).

Unsolicited Personal Data

If we receive CV's submitted on a speculative basis and/or at a time when we are not recruiting please be advised that we, in line with our obligations under data protection law, will delete the personal information received.

Changes to our Privacy Policy

We keep our Privacy Policy under regular review and should we change it during the recruitment process, we will provide you with an updated copy.

How to contact us

If you have any questions about our Privacy Policy or the information we hold about you, please contact hr@paystream.co.uk or write to HR Department at PayStream, Mansion House, and Manchester Road, Altrincham, WA14 4RW.

Please refer to the Elenchus website if you require any information on their privacy policy – www.elenchus.co.uk.