

Time Appointments Privacy Policy

Time Appointments Ltd takes the privacy of its clients and candidates very seriously. We are committed to safeguarding and protecting any personal or sensitive information you supply to us in accordance with the Data Protection Act (1988) and the EU General Data Protection Regulation (GDPR).

The Data Controller

Time Appointments Ltd acts as the Data Controller for any personal or sensitive information you supply to us when registering as a Candidate or Client, and in relation to enquiries about our services.

Time Appointments Ltd is registered as a Data Controller with the Information Commissioners register - Registration number: Z9890183

Please read and review the below information carefully to understand Time Appointments' practices regarding your personal data and how we use it.

How We Collect Your Personal Data

Candidates

Time Appointments receive your personal data when you apply directly for an advertised role via www.timeappointments.co.uk; when you send your CV directly by email; when you apply directly via email or telephone to be a candidate for whom we can facilitate an employment search; via a third party when you apply for a job advertised by Time Appointments on a job board; via a third party job board website when you have consented to have your details and CV placed on their CV database.

There are a number of ways that Time Appointments may obtain your personal data from, including:

- Yourself directly when you express a wish to engage further with us
- Your CV, and Registration form
- Email Applications
- Job Board Applications or CV Database
- Website Applications or Enquiries
- Telephone Enquiries or Applications (which may be recorded)
- Face-to-face meetings
- Social Media, Including LinkedIn, Twitter and Facebook
- The public domain
- Personal Recommendations or referrals from other Candidates or clients

Personal Candidate Information we obtain from other sources (Third Parties)

Part of our business activity involves researching information relating to individuals for the purposes of filling job roles. This may include obtaining personal data and information from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card, reference providers and personal recommendations, some information being publicly available but others being from sites or providers to which we are engaged with.

Time Appointments may also receive your personal information and data about you from hiring organisations, colleagues and former employers, or from persons for whom you have provided services or been otherwise engaged.

For the purposes of our recruitment services, we may receive information about you from professional, payment and other services, advertising networks, analytics providers, search information providers, credit reference agencies and professional advisors.

In accordance with the EU General Data Protection Regulation we will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source the personal data originates from and whether it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

Where information from third party sources is of no use to us, or where you have notified us that you do not want us to provide you with services, we shall discard it, however we may maintain a limited record in order to avoid the duplication of process. Where we consider that information may be of use to us in pursuance of the provision of our Recruitment Services, any processing will be in accordance with this Privacy Notice.

Clients

Time Appointments may obtain your personal data from the following sources:

- You, including where you have provided us with your contact details or other information for the purposes of using our Recruitment Services
- Staff or other representatives of the organisation you represent
- Conversations, with you or others, on the telephone or (which may be recorded) or during meetings
- Social Media, Including LinkedIn, Twitter and Facebook
- The public domain
- Personal Recommendations or referrals from other Candidates or clients

Personal Client Data Obtained from other Sources (Third Parties)

As part of our business activities, Time Appointments researches information for the purposes of finding and filling job roles. This may include obtaining personal data from sources including job boards, advertisements, LinkedIn or other social media, some information being publicly available but others being from sites or providers to which we subscribe.

From time to time we may also receive personal data about you from hiring organisations, colleagues and former employers, or from persons for whom you have provided services or been otherwise engaged.

Where information from third party sources is of no use to us we shall discard it, however we may maintain a limited record in order to avoid the duplication of process. Where we consider that information may be of use to us in pursuance of the provision of our Recruitment Services, any processing will be in accordance with this Privacy Notice.

The Data We Collect

Candidates

If you send us your CV to use our recruitment services, or if you are a candidate applying to register with Time Appointments to assist you in securing a new role, we will collect the following personal data from you, which will be added to our secure database.

Personal data is any information relating to an identified or identifiable natural person:

- Your full name
- Your address and postcode
- Your email address(es)
- Your contact details, including mobile number, landline, work number
- Your date of birth
- CV/employment history
- Job preferences including role, geographical areas, and current and desired salary
- Educational history, qualifications or training certificates

During telephone conversations and face-to-face interviews and appointments we may collect personal information regarding employment preferences, salary expectations, strengths/weaknesses, work experience, and employment references, which may be stored on your personal record.

This information facilitates our ability to support your job search and proves a basis for recommendation when shortlisting candidates for a particular role, assists us in finding you a new job role that best suits your criteria, and also satisfies the needs and requirements of our clients.

If we are successful in securing a temporary position for you, you will be added onto our payroll software, and the following information and proof of identity will be required from yourself to allow us to facilitate wages to you and comply with regulations.

- Passport
- Birth Certificate
- National Insurance Number
- Proof of Address Document
- Work permits and visas
- References
- Bank account details, including sort code and account number
- Financial Information (including payroll details and terms, HMRC data, pension scheme details and court orders)
- Medical Information
- Emergency Contact Information

Sensitive Information

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, such as equal opportunities laws. Sensitive personal data means personal data consisting of information as to:

- Any offence committed or alleged to be committed
- Proceedings in relation to any offence and any sentence passed
- Physical or mental health
- Racial or ethnic origins
- Religious beliefs or beliefs of a similar nature
- Political opinions

Time Appointments advises that you do not provide us with any sensitive personal data unless necessary. However, to the extent that you do provide us with any sensitive personal data, such as data which you choose to share with us in conversation, we shall only use that personal data for the purposes of our relationship with you or for the provision of our Recruitment Services.

This will be for one or more of the following reasons:

- You have explicitly consented to the processing of such sensitive data
- Where processing is necessary for the purpose of obligations or rights under employment, social security or social protection law
- To maintain records of our dealings to address any later dispute, including but not limited to the establishment, exercise or defence of any legal claims

Clients

Time Appointments may collect your personal data during our dealings and this may include the following:

- Your Name, First and surname
- Employer Name
- Your job title(s)
- Your work contact details (including address, phone number, fax number and email address)
- Various information about the company you work for including; address, telephone number, industry, customer base etc
- Information regarding job vacancies including; role, salary, duties and responsibilities
- Your statements, opinions and feedback about candidates and/or other personnel e.g. a reference
- Information relating to our relationship with you or the party for whom you work including records of any meetings or discussions
- Your marketing preferences
- Credit check information

How We Use Your Data

Candidates

Time Appointments require this information to understand your needs and provide you with a better service that exceeds your expectations, and in particular for the following reasons:

- To carry out our obligations arising from any contracts entered into between you and us
- To enable us to provide a full range of recruitment services to you, including permanent, temporary or contract work
- To assess and match your details, skills and experience with job vacancies to assist in finding the most suitable positions for candidates and aid the recruitment process
- To provide and share your information to clients, including your CV, for potential job opportunities and prospective employers, or to assess the suitability for a role
- Collecting and storing your personal data and retaining a record of our dealings, in electronic and manual based files and formats
- Internal record keeping, electronic, manual and paper based files.
- To contact you via email, SMS or phone regarding vacancies that we believe you may be interested in
- To engage you for a role with us or with our clients, including any related administration, including payroll and timesheets
- For the on-going administrative process involved once a candidate has gained employment which involves post placement support contact via phone and email for both candidate and client
- Where you have consented, we may periodically send you job alerts for vacancies we believe may be of interest to you, directly market products and services, and advise you of any updates to our services. Where we do so, you will be able to unsubscribe at any time from receiving further marketing communication from us
- We may use your details to contact you via phone or email for market research purposes.
- To answer and respond to your questions and enquiries you may have
- To respond to any complaint
- To use your information on an anonymised basis to monitor compliance with our equal opportunities policy
- We may use the information to improve our products and services, and for establishing quality training and compliance with our obligations and best practice
- For the purpose of backing up information on our computer systems

How will we contact you?

We may contact you by phone, email or social media. If you prefer a contact means over another, please just let us know.

Clients

Time Appointments require this information to understand your needs and provide you with a better service that exceeds your expectations, and in particular for the following reasons:

- To carry out our obligations arising from any contracts entered into between you and us
- To enable us to provide a full range of recruitment services to you, including permanent, temporary or contract work
- To source and assess the suitability of candidates, and match them to your company's requirements
- To inform you of exceptional candidates when they become available and we believe will be of interest to you
- Internal record keeping, electronic, manual and paper based files
- Retaining records of our dealings with you and the organisation whom you represent
- For the on-going administrative process involved once a candidate has gained employment which involves post placement support contact via phone and email for both candidate and client
- Where you have consented, we will directly market products and services, and advise you of any updates to our services. These may include details of reports, promotions, offers, networking and client events, and general information about the industry sectors which we think may be of interest to you. Where we do so, you will be able to unsubscribe at any time from receiving further marketing communication from us
- We may use your details to contact you via phone or email for market research purposes. We may use this information to improve our products and services
- To answer and respond to your questions and enquiries you may have

- To respond to any complaint
- To use your information on an anonymised basis to monitor compliance with our equal opportunities policy
- We may use the information to improve our products and services, and for establishing quality training and compliance with our obligations and best practice
- For the purpose of backing up information on our computer systems

How will we contact you?

We may contact you by phone, email or social media. If you prefer a contact means over another, please just let us know.

Who Do We Share Personal Data with?

Candidates

Time Appointments will not share your personal information unless we are entitled to do so. The categories of persons we may share your personal data with may include:

- To Individuals, hirers and other third parties necessary for the provision of our Recruitments Services
- Clients for the purpose of introducing candidates to them
- To third parties where we have been retained to provide them with services that we, you, or our client have requested, including references, qualifications and criminal references checking services, verification of the details you have provided from third party sources, psychometric evaluations or skill tests. These third parties comply with similar undertakings and confidentiality as Time Appointments Ltd
- Subcontractors including email marketing specialists, event organisers, payment and other financial service providers
- Analytics and search engine providers that assist us in the improvement and optimisation of our website
- Our insurance broker, compliance partners and other sub-contractors for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you
- To trusted third parties to perform services on our behalf and to also provide services to us, such as professional advisors, IT Consultants, carrying out testing and development work on our business technology systems, research and mailing houses. These third parties comply with similar undertakings and confidentiality as Time Appointments Ltd
- To third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction or in connection with legal proceedings
- The REC if requested for auditing purposes
- To other third parties that process data on behalf of Time Appointments, including: Legal & Professional Advisors, storage service providers, including cloud based and payroll providers

Clients

Time Appointments do not share your personal data unless we are entitled to do so. The categories of persons with whom we may share your personal information include:

- Candidates and other third parties necessary for the provision of our Recruitment Services
- To other recruitment companies or intermediaries involved in managing the supply of personnel
- Subcontractors including email marketing specialists, event organisers, payment and other financial service providers
- Analytics and search engine providers that assist us in the improvement and optimisation of our website
- To trusted third parties to perform services on our behalf and to also provide services to us, such as professional advisors, IT Consultants, carrying out testing and development work on our business technology systems, research and mailing houses. These third parties comply with similar undertakings and confidentiality as Time Appointments Ltd
- To third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction or in connection with legal proceedings.
- Time Appointments Insurers
- The REC if requested for auditing purposes
- To other third parties that process data on behalf of Time Appointments, including: Legal & Professional Advisors, storage service providers, including cloud based and payroll providers

Our Lawful Basis

Time Appointments' predominant legal basis for processing personal data is for the legitimate business interests, however we are also required to rely upon consent, contract, and legal obligations for specific uses of data.

Time Appointments require this information to carry out our obligations arising from any contracts we intend to enter into or have entered into between you and us and to provide you with the information, products and services that you request from us, or we believe will be of interest to you because it is relevant to your career or to your organisation and industry.

Legitimate Interests

We have a legitimate interest to process personal data in order to enable the recruitment process of assisting individuals with finding employment and recruiting new staff. The key service we offer to our candidates and clients is the introduction of candidates to our clients for the purpose of temporary or permanent engagement. Our services also expand to supporting individuals throughout their career and to further support businesses' resourcing needs and strategies.

As a recruitment consultancy, Time Appointments introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order for Time Appointments to provide the best support to our candidates' career aspirations and our clients' resourcing needs, we require a database of candidate and client personal data containing historical information as well as current resourcing requirements. We also need to record the personal data of prospective candidates and client contacts, for the purposes of maintaining, expanding and developing our business.

Once we have secured you a permanent position or appointed you a candidate for a permanent position, we are required to process your personal data for our legitimate interest, for example administrative purposes.

Time Appointments will also retain records of our dealings and transactions, and where applicable use such records for the purposes of:

- Addressing any queries or disputes that may arise, including establishing, exercising or defending any legal claims
- Protecting the reputation of Time Appointments
- Establishing compliance with contractual obligations
- Evaluating quality and compliance, and as a result identify or determine any staff training or system requirements

Legal Basis - Candidates

Time Appointments must comply with a number of statutory provisions when providing our Recruitment Services, which necessitate the processing of personal data. These include the 'Conduct of Employment Agencies and Employment Businesses Regulations 2003', which amongst other things requires us to:

- Verify your identity
- Assess your suitability for an external job role
- Maintain records for specific periods

Where Time Appointments engage a person to work for us (whether that be directly or as supplied to a Client), there are other statutory obligations that must be complied with including payroll, tax, social security, HMRC reporting requirements, and any other law or regulation.

We are also required to comply with statutory and regulatory obligations relating to business generally, for example complying with tax, bribery, fraud/crime prevention and data protection legislation, and co-operating with regulatory authorities such as HMRC or the Information Commissioner's Office.

Time Appointments Ltd are legally obliged to process documentation and information to establish your right to work in the UK.

Legal Basis - Clients

Time Appointments must comply with several statutory provisions when providing our Recruitment Services, which necessitate the processing of personal data. These include the 'Conduct of Employment Agencies and Employment Businesses Regulations 2003', which amongst other things requires us to assess the suitability of candidates and obtain information from Clients.

Time Appointments must also comply with statutory and regulatory obligations relating to business generally, for example complying with tax, bribery, fraud/crime prevention and data protection legislation, and co-operating with regulatory authorities such as HMRC or the Information Commissioner's Office.

Time Appointments may continue to process your personal information from a commercially viable point of view, for as long as we consider reasonably appropriate for these purposes.

Consent

Time Appointments Ltd also uses consent as its lawful basis for processing this information, which is collected at the outset of the registration process. Should Time Appointments want or rely upon consent to lawfully process your data, we will request your consent verbally, by email or by an online process for the specific activity we require consent for and record your response on our recruitment software.

Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular process at any time. Please be advised that Time Appointments may continue to retain or use your personal information thereafter where we have a legitimate interest or a legal or contractual obligation to do so. Our processing in that respect will be limited to what is necessary in furtherance of

those interests or obligations. Withdrawing consent does not affect the validity of anything already done on the understanding that consent had been given.

Contractual Requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- Time Appointments will not be able to submit you to Clients for temporary assignments/ contract or permanent vacancies.
- If you accept and undertake a temporary assignment, Time Appointments will not be able to pay you for hours worked.

Where We Store & Process Your Data

Time Appointments Ltd store such data in a combination of secure storage facilities, including:

- Secure Computer Storage Facilities
- Our Own Local Servers
- Secure servers administered by our cloud service providers
- Internal Email Accounts
- Secure CRM Database
- Paper-Based Files.
- Backup Storage Facilities

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may be transferred to third parties outside of the EEA for the purpose of our recruitment services. It may also be processed by consultants operating outside the EEA. By submitting your personal data, you understand this transfer, storing or processing may take place. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice.

Security of Your Personal Data

Personal data will be processed fairly and lawfully in adherence to the EU General Data Protection Regulation. Reasonable and appropriate measures are taken to ensure that your personal data (including the information in your application form/CV) is protected from unauthorised access or modification, unlawful destruction and improper use, and is not accessed except by our employees in the proper performance of their duties.

Time Appointments has security and safeguarding procedures in place to ensure the protection of your personal data it holds from misuse, loss, unauthorised access, modification or disclosure. These include:

- Computer passwords are only disclosed to Management level staff and limited access to shared drives network to authorised staff only
- Computer screens locked when not in use
- Locks and security systems
- Auditing procedure and data integrity checks
- Recording of file movements
- Virus checking
- Care taken when sending personal data in both internal and external emails
- Care taken in the disposal or destroying of any personal data to ensure that the method is appropriate.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The search functionality in our CRM database means that your data can be accessed by any of our employees.

Data Retention - How Long We Keep Your Information

Due to the nature of recruitment a significant number of Candidates reconnect with Time Appointments periodically. It is not uncommon for this to occur years after we have placed them in a role or worked on their behalf. For this reason, your consent includes explicit consent to retain your personal details until you wish us to delete your records from our database. In most circumstances your data will not be retained for more than 3 years from the last point at which we provided any services or otherwise engaged with you and it is our policy to only store your personal data for as long as is reasonably necessary for us to comply with our legal obligations and for our legitimate business interests.

However, we may retain data for longer than a 3 year period where we have a legal or contractual obligation to do so, or we form the view that there is otherwise a continued basis to do so, for example where your personal information identifies specialist skill sets which may remain in demand, or we are subject to a legal obligation which applies for a longer period.

The criteria Time Appointments use to determine whether we should retain your personal data includes:

- the nature of the personal data
- its perceived accuracy
- our legal obligations
- whether an interview or placement has been arranged

We may archive part or all of your personal data or retain it on our financial systems only, deleting all or part of it from our main Customer Relationship Manager (CRM) system. We may pseudonymise parts of your data, particularly following a request for suppression or deletion of your data, to ensure that we do not re-enter your personal data on to our database, unless requested to do so.

Terms of Engagement for Temporary Workers are required to be retained for 6 years. (This will be one calendar year from the calendar year created or last provided with work finding services, archive audit and erasure will be in January each year).

We must also keep your payroll records including, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 years for payroll and 6 years for pensions.

Notification of Breaches

Where Time Appointments establishes that a personal data breach has taken place we will take steps to contain and recover the breach. Where a *personal data breach* is likely to result in a risk to the rights and freedoms of any individual the Company will notify the ICO.

Where the *personal data breach* happens outside the UK, Time Appointments shall alert the relevant *supervisory authority* for data breaches in the effected jurisdiction.

Communicating Personal Data Breaches to Individuals

Where Time Appointments has identified a *personal data breach* resulting in a high risk to the rights and freedoms of any individual, the Company shall tell all affected individuals without undue delay.

The Company will not be required to tell individuals about the *personal data breach* where:

- Time Appointments has implemented appropriate technical and organisational protection measures to the *personal data* affected by the breach, in particular to make the *personal data* unintelligible to any person who is not authorised to access it, such as encryption.
- Time Appointments has taken subsequent measures which ensure that the high risk to the rights and freedoms of the individual is no longer likely to materialise.
- It would involve disproportionate effort to tell all affected individuals. Instead, Time Appointments shall make a public communication or similar measure to tell all affected individuals.

Your Rights

The Right to Access

You have the right to ask Time Appointments Ltd to confirm whether or not we process your personal data, and to access your personal data and supplementary information. The right of access also allows you to be aware of and verify the lawfulness of the processing, the categories of personal data we hold on you and the recipients of your personal data.

This information is provided free of charge unless your request is found to be excessive, unfounded or repetitive, or further copies of the same information that has previously been supplied.

Time Appointments will provide the data request information within 1 calendar month of receipt and identity verified, this can be extended to 2 months for any further complex or numerous requests.

The Right to Data Portability

You may request that Time Appointments Ltd provide the personal details supplied to us that we hold about you to another data controller. These details can be transferred in a structurally, commonly used and machine-readable format.

Data Portability only applies to personal data processed by automated means (no paper records) and provided by the data subject to the data controller.

The Right to Erasure

In certain circumstances, you have the right to have all or some of the personal data we hold about you erased.

These circumstances include the following:

- It is no longer necessary for us to hold those personal data in relation to the purposes for which they were originally collected or otherwise processed
- Where there is a problem with the underlying legality of the processing (i.e. Where the processing fails to satisfy the requirements of the GDPR)
- You withdraw your consent to any processing which requires consent
- Personal data has been unlawfully processed.

However, there are certain general exclusions of the right to erasure, including where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for establishing, exercising or defending legal claims.

In the instances that Time Appointments have placed a candidate in a vacancy, we are required to retain evidence of that placement so that contractual obligations can be met by the client. We will however take reasonable steps to ensure that minimal personal data is retained and will not make further contact with you after your request of erasure has been processed.

In addition, if it is of legitimate interest, in the event that an assignment has been terminated due to poor conduct for example, Time Appointments will retain the name of candidate to ensure they are not submitted to that client again, in the future.

In the event of erasure, if the candidate has undertaken temporary assignments, Time Appointments will no longer be able to provide references for that individual.

The Right to Rectification

If you find or believe that any of the personal information that Time Appointments Ltd holds about you is inaccurate, contains errors or is incomplete, please notify us in writing.

Upon receipt of your written request, Time Appointments shall make the appropriate corrections within one calendar month of receipt. This can be extended to two calendar months where the request to rectification is complex.

Time Appointments regularly reviews the information processed and stored to identify inaccurate information and correct accordingly. We also communicate awareness of any data accuracy issues and implement training if required.

The Right to Restrict Processing

Instead of requesting erasure, you can also request a restriction of the processing of your personal data.

You may request Time Appointments to restrict the processing of your information, if;

- The information is inaccurate
- The processing is unlawful
- You need us to retain the information after the retention period for a legal claim; **OR**
- you have objected to the processing and a verification of our legitimate interests is pending

Where processing has been restricted for one of these reasons, we may continue to store your personal data. However, we will only process it for other reasons; with your consent, in relation to a legal claim, for the protection of the rights of another natural or legal person, or for reasons of important public interest.

The Right to Object

You can object to us processing your personal data for direct marketing purposes at any time. If you make an objection, we will stop processing your data for this purpose upon receipt of request.

Automatic Decision Making & Profiling

Time Appointments do not use any automated decision-making software. We do use our computer systems to search and identify personal data in accordance with parameters set by a person. A person will always be involved in the decision-making process.

How to Request Your Rights

If you have any questions concerning your rights, and if you would like to exercise any of your rights, please do so in writing by email to: gdpr@timeappointments.co.uk

Before we can process a request of any of your rights, Time Appointments Ltd will need to verify your identity by you providing us with the following identification (original official documents only):

- Passport or photo card Driving Licence
OR
- Official Government Document with full name AND official document, statement or bill with name and address (e.g. Council tax bill, credit card statement or utility bill)

Time Appointments will action your request within 1 calendar month of receipt and identity verified, this can be extended to 2 months for any further or numerous requests.

Should you exercise your right to request that we erase data or cease any processing activity, Time Appointments may retain a record of this request and the action taken in order to have both evidence of our compliance, and to take steps to minimise the prospect of any data being processed in the future should it be received again from a third-party source

For further information regarding your rights, please visit the ICO website - <http://ico.org.uk/>

Changes to our Privacy Policy

Time Appointments Ltd may update or alter its Privacy Policy at any time, in which case we will advise you of any such updates or alterations by notice on www.timeappointments.co.uk

Contact Us

If you have any requests concerning your information or any queries regarding our processing please contact us.

Time Appointments Ltd
2nd Floor, 6-8 Museum Street
Ipswich
Suffolk
IP1 1HT

Tel: 01473 252666

Email: gdpr@timeappointments.co.uk

Making a Complaint

If you would like to make a complaint you can approach the Information Commissioner's Office via <https://ico.org.uk/> or call them on 0303 123 1113.