Bid Solutions — Privacy Notice for Consultants

How Bid Solutions uses personal information about consultants — Version 1.0, September 2026

PRIVACY NOTICE FOR CONSULTANTS

Bid Solutions Limited (company number 05194464), 12 King Street, Leeds, LS1 2HL, is the controller of the personal information described in this notice. If you have any question about it, contact Martin Smith at martin_smith@bidsolutions.com.

This notice explains what personal information we hold about consultants — whether you work through your own limited company or are engaged directly on PAYE — why we hold it, and what rights you have. It sits alongside our general Privacy Policy.

1. The information we collect

When you register and onboard: your name, contact details, date of birth, National Insurance number, home address, CV and career history, qualifications, references, photograph where you provide one, your limited company details (or bank details if you are engaged on PAYE), insurance certificates, and the declarations and confirmations you make on the Consultant Compliance form.

To check your right to work: images or records of your passport, share code and eVisa check result, or other documents, together with the outcome of a digital identity verification check carried out by a certified provider on our behalf.

From the Criminal Convictions Declaration: information about unspent convictions, pending charges and related matters. This is "criminal offence data" and is handled as described in section 4.

While you work with us: assignment records, timesheets, invoices or payroll records, expenses, correspondence, training and compliance records, records of any concern, complaint or incident, and — for PAYE Consultants — pay, tax, holiday, pension, sickness and working-time records.

From your use of our systems: email and system logs, sign-in records and device-compliance information (such as operating-system version and encryption status) collected when you sign in to your Bid Solutions account, as described in the IT policy.

From others: references you nominate, verification and identity providers, HMRC, and (for PAYE Consultants) information from clients about hours worked and, under the Agency Workers Regulations, the pay and conditions of comparable direct recruits.

2. Why we use it, and our lawful basis

Purpose	Lawful basis
Checking your identity and right to work	Legal obligation

Purpose	Lawful basis
Assessing your suitability, taking up references, and completing the pre-engagement checks our clients require	Contract, and our legitimate interests in supplying suitable, properly vetted consultants
Entering into and performing your agreement with us, allocating assignments and managing your work	Contract
Paying you, operating PAYE and pension auto-enrolment, and making statutory returns	Legal obligation and contract
Meeting our obligations under the Conduct Regulations, the Agency Workers Regulations and employment legislation	Legal obligation
Keeping records to demonstrate compliance to clients, auditors and regulators	Legal obligation, and our legitimate interests in evidencing compliance
Protecting the security of our systems and information, and investigating incidents	Our legitimate interests in protecting our business, our clients and our consultants
Handling concerns, grievances, complaints and disputes	Our legitimate interests, and legal obligation where employment rights are engaged
Keeping you informed about assignment opportunities	Our legitimate interests in operating our business

Where we rely on legitimate interests, we have considered whether those interests are outweighed by your rights, and we have concluded that they are not for the purposes listed. You can object to this processing — see section 7.

We do not use your information to make any decision about you by automated means alone.

3. Special category information

We hold little special category information. Where we do — for example health information you give us in connection with sickness absence, an adjustment you need, or an incident on a client site — we use it to meet our obligations in employment and social security law, or to assess your fitness to work, under Article 9(2)(b) and (h) of the UK GDPR and Schedule 1 to the Data Protection Act 2018. We keep it separately and restrict access to it.

4. Criminal offence information

Information about unspent convictions, pending charges and related matters is processed under Article 10 of the UK GDPR and the conditions in Schedule 1 to the Data Protection Act 2018 — Part 1 paragraph 1 (employment and engagement) and, where relevant, Part 2 paragraphs 12 and 14 (regulatory requirements and preventing fraud). We have an Appropriate Policy Document setting out how we comply, which is available on request.

We ask only about **unspent** convictions. You are not required to tell us about spent convictions or cautions and we do not take them into account. This information is seen only by the compliance team, is not stored with your general file, and is shared with a client only where its contract requires and only to the extent necessary.

5. Who we share it with

- **Clients**, to the extent needed for an assignment or required by the client's contract — typically your name, CV, relevant qualifications, insurance confirmation and confirmation that checks have been completed.
- **Our suppliers**, including payroll and pension providers, our accountants, IT and Microsoft 365 hosting, identity-verification providers, and our insurers and professional advisers.
- **HMRC and other authorities**, where the law requires — including intermediaries reporting, PAYE returns and right-to-work records.
- **Referees** you nominate, when we contact them.

We do not sell your information, and we do not share it for anyone else's marketing.

6. Where it is held, and how long we keep it

Your information is held in the United Kingdom or the European Economic Area. Where a check or supplier involves a transfer outside those areas — for example an overseas identity or reference check — we rely on UK adequacy regulations or the UK International Data Transfer Agreement.

Record	Retention
Records of consultants we do not engage	Deleted within 24 months of the decision
Onboarding and compliance records for engaged consultants	Duration of the engagement plus 6 years
Right-to-work check evidence	Duration of the engagement plus 2 years
Criminal convictions declaration	Duration of the engagement plus 6 years, or deleted within 12 months if not engaged
Payroll, tax and pension records (PAYE Consultants)	6 years after the end of the tax year to which they relate
Assignment, timesheet and invoice records	6 years from the end of the assignment
Email and system records in your Bid Solutions account	6 years after the account is closed
Health and sickness records	Duration of the engagement plus 3 years

7. Your rights

You have the right to ask us for a copy of the information we hold about you; to have inaccurate information corrected; to ask us to delete information or restrict how we use it; to object to processing we carry out on the basis of legitimate interests; and, where we rely on consent, to withdraw it at any time. Some of these rights are qualified — for example we must keep certain records by law even if you ask us to delete them.

To exercise any of these rights, contact martin_smith@bidsolutions.com. We will respond within one month.

If you are unhappy with how we have handled your information you can complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113, though we would be glad to hear from you first.

8. Changes to this notice

We review this notice at least annually and whenever our practices change. The current version is always available at https://bidsolutions.com/Privacy-Notice-Consultants.

Where a change materially affects you, we will tell you directly.

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