



**Tidal Supply Ltd**

**Manylion Cyswllt**

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Fersiwn 1.1

Mae'r Cwmni yn fusnes recriwtio sy'n darparu gwasanaethau dod o hyd i waith i'w gleientiaid a'i ymgeiswyr gwaith. Rhaid i'r Cwmni brosesu data personol (gan gynnwys data personol sensitif) fel y gall ddarparu'r gwasanaethau hyn - wrth wneud hynny, mae'r Cwmni'n gweithredu fel rheolwr data.

Gallwch roi eich manylion personol i'r Cwmni yn uniongyrchol, drwy gais neu drwy ein gwefan. Rhaid i'r Cwmni gael sail cyfreithiol ar gyfer prosesu eich data personol. At ddibenion darparu gwasanaethau dod o hyd i waith a / neu wybodaeth sy'n ymwneud â rolau sy'n berthnasol i chi, dim ond yn unol â thelerau'r datganiad canlynol y byddwn yn defnyddio'ch data personol.

## **1. Casglu a defnyddio data personol**

### **a. Pwrpas prosesu a sail cyfreithiol**

Mae'r Cwmni wedi casglu eich data personol (a all gynnwys data personol sensitif) a bydd yn prosesu'ch data personol at ddibenion darparu gwasanaethau dod o hyd i waith i chi. Mae hyn yn cynnwys, er enghraifft, cysylltu â chi ynghylch cyfleoedd gwaith, asesu eich addasrwydd ar gyfer y cyfleoedd hynny, diweddarau ein cronfeydd data, eich cyflwyno ar gyfer cyfleoedd gwaith, trefnu taliadau i chi a datblygu a rheoli ein gwasanaethau a'n perthynas â chi a'n cleientiaid.

Mewn rhai achosion efallai y bydd gofyn i ni ddefnyddio'ch data at ddibenion ymchwilio, adrodd yn ôl a chanfod troseddau a hefyd i gydymffurfio â deddfau sy'n berthnasol i ni. Efallai y byddwn hefyd yn defnyddio'ch gwybodaeth yn ystod archwiliadau mewnol i ddangos ein bod yn cydymffurfio â rhai safonau diwydiant.

Y seiliau cyfreithiol yr ydym yn dibynnu arnynt i gynnig y gwasanaethau hyn i chi yw:

- Eich caniatâd
- Lle mae gennym fuddiant dilys
- Cydymffurfio â rhwymedigaeth gyfreithiol sydd gennym
- Cyflawni rhwymedigaeth amodol sydd gennym gyda chi

- Ar gyfer marchnata a chysylltiad cyhoeddus mewn perthynas â'n gwasanaethau

## **b. Categoriâu data**

Mae'r Cwmni wedi casglu'r data personol canlynol arnoch chi.

Data personol:

- Enw a manylion cyswllt
- Addysg a hanes gwaith

Data personol sensitif:

- Manylion unrhyw euogfarnau troseddol
- Unrhyw brawf adnabod
- Manylion gwybodaeth i'r rhestr gyflogau

## **c. Diddordeb cyfreithlon**

Dyma lle mae gan y Cwmni reswm dilys i brosesu'ch data ar yr amod ei fod yn rhesymol ac nad yw'n mynd yn groes i'r hyn y byddech chi'n ei ddisgwyl yn rhesymol gennym ni. Lle mae'r Cwmni wedi dibynnu ar fuddiant cyfreithlon i brosesu'ch data personol mae ein buddion cyfreithlon fel a ganlyn:

- Rheoli'ch cronfa ddata a chadw cofnodion ceiswyr gwaith yn gyfredol,
- Cysylltu â chi i ofyn am eich caniatâd lle mae ei angen,
- Darparu gwasanaethau dod o hyd i waith i chi, gan gynnwys anfon eich gwybodaeth at gleientiaid lle rydych chi wedi dangos diddordeb mewn gwneud y math penodol hwnnw o waith ond heb gydsynio'n benodol i chi drosglwyddo'ch cv.

## **ch. Derbynnnydd / derbynwyr data**

Bydd y Cwmni yn prosesu eich data personol a / neu ddata personol sensitif gyda'r derbynwyr canlynol:

- Ysgolion, meithrinfeydd ac awdurdodau,
- Darpar gyflogwyr newydd yr ydym yn darparu cyfeiriadau atynt,
- Darparwyr gwasanaeth rhestr gyflogau sy'n rheoli taliadau gan Tidal Supply Ltd,
- Yswirwyr Cyflenwad Llanw,
- Darparwr TG Cyflenwad Llanw a Rheoli Perthnasoedd Cwsmeriaid.
- Unrhyw ffynonellau gwybodaeth gyhoeddus a sefydliadau trydydd parti y gallwn eu defnyddio i gynnal gwiriadau addasrwydd ar geiswyr gwaith, er enghraifft Y Gwasanaeth Datgelu a Gwahardd (DBS), Gwasanaeth Pensiwn Athrawon.
- Y Llywodraeth, asiantaethau gorfodaeth cyfraith a rheoleiddwyr eraill fel yr Heddlu, y Swyddfa Gartref, Cyllid a Thollau EM, Arolygiaeth Safonau Asiantaethau Cyflogaeth, a Swyddogion Dynodedig Awdurdodau Lleol yn ogystal ag Undebau Llafur.

## **2. Cadw data**

Dim ond cyhyd ag sy'n angenrheidiol at y diben rydyn ni'n ei gasglu y bydd y Cwmni'n cadw'ch data personol. Efallai y bydd deddfau gwahanol hefyd yn ei gwneud yn ofynnol i ni gadw gwahanol ddata am wahanol gyfnodau o amser.

Mae Rheoliadau Ymddygiad Asiantaethau Cyflogaeth a Busnesau Cyflogaeth 2003, yn ei gwneud yn ofynnol i ni gadw cofnodion ceiswyr gwaith am o leiaf blwyddyn o (a) dyddiad eu creu neu (b) ar ôl y dyddiad y byddwn wedi darparu gwaith i chi ddiwethaf drwy'r gwasanaethau darganfod.

Rhaid i ni hefyd gadw eich cofnodion rhestr cyflog, tâl gwyliau, tâl salwch a chofnodion ymrestru awtomatig pensiynau cyhyd ag sy'n ofynnol yn gyfreithiol gan Gyllid a Thollau EM a'r ddeddfwriaeth isafswm cyflog cenedlaethol, nawdd cymdeithasol a threth gysylltiedig.

Pan fydd y Cwmni wedi sicrhau eich caniatâd i brosesu eich data personol personol a sensitif, byddwn yn gwneud hynny yn unol â'n polisi cadw. Ar ddiwedd y cyfnod hwnnw bydd y Cwmni yn ceisio caniatâd pellach gennych. Pan na roddir caniatâd, bydd y Cwmni yn peidio â phrosesu eich data personol a'ch data personol sensitif.

## **3. Eich hawliau**

O dan y gyfraith diogelu data, mae gennych hawliau gan gynnwys:

- Yr hawl mynediad h.y mae gennych hawl i ofyn i ni am gopiâu o'ch gwybodaeth bersonol.
- Yr hawl i gywiro'ch data personol
- Yr hawl i ddileu eich data personol mewn rhai amgylchiadau
- Yr hawl i gyfyngu ar brosesu eich gwybodaeth bersonol mewn rhai amgylchiadau
- Yr hawl i wrthwynebu prosesu eich data personol mewn rhai amgylchiadau.
- Yr hawl i gludadwyedd data mewn rhai amgylchiadau
- Yr hawl i wrthwynebu prosesu eich data personol a oedd yn seiliedig ar fudd cyhoeddus neu gyfreithlon
- Yr hawl i beidio â bod yn destun penderfyniadau a phroffilio awtomatig
- Yr hawl i dynnu caniatâd yn ôl ar unrhyw adeg

Nid yw'n ofynnol i chi dalu unrhyw dâl am arfer eich hawliau.

Lle rydych wedi cydsynio i'r Cwmni brosesu'ch data personol a'ch data personol sensitif mae gennych hawl i dynnu'r caniatâd hwnnw yn ôl ar unrhyw adeg trwy gysylltu â ni; Y Swyddog Diogelu Data, Tidal Supply Ltd, Glaslyn Ffordd y Parc, Parc Menai, Bangor, Gwynedd, LL57 4FE neu [post@tidal.cymru](mailto:post@tidal.cymru)

Efallai y bydd amgylchiadau lle bydd angen i'r Cwmni brosesu'ch data o hyd am resymau cyfreithiol neu swyddogol. Byddwn yn eich hysbysu os yw hyn yn wir. Pan fydd hyn yn wir, byddwn yn cyfyngu'r data i'r hyn sy'n angenrheidiol yn unig er mwyn cwrdd â'r rhesymau penodol hynny.

Os credwch fod unrhyw ran o'ch data y mae'r Cwmni yn ei brosesu yn anghywir neu'n anghyflawn, cysylltwch â ni gan ddefnyddio'r manylion uchod a byddwn yn cymryd camau rhesymol i wirio ei gywirdeb a'i gywiro lle bo angen.

Gallwch hefyd gysylltu â ni gan ddefnyddio'r manylion uchod os ydych chi am i ni gyfyngu ar y math neu'r swm o ddata rydyn ni'n ei brosesu ar eich cyfer chi, cyrchu'ch data personol neu arfer unrhyw un o'r hawliau eraill a restrir uchod.

#### **4. Cwynion neu ymholiadau**

Os ydych chi'n dymuno cwyno am yr hysbysiad preifatrwydd hwn neu unrhyw un o'r gweithdrefnau a nodir ynddo, cysylltwch â: Y Swyddog Diogelu Data, Tidal Supply Ltd, Glaslyn Ffordd y Parc, Parc Menai, Bangor, Gwynedd, LL57 4FE neu [post@tidal.cymru](mailto:post@tidal.cymru)

Mae gennych hefyd yr hawl i godi pryderon gyda Swyddfa'r Comisiynydd Gwybodaeth ar 0303 123 1113

Swyddfa'r Comisiynydd Gwybodaeth, Wycliffe House, Water Lane, Wilmslow, Sir Gaer, SK9 5AF

neu yn <https://ico.org.uk>, neu unrhyw awdurdod goruchwyllo perthnasol arall pe bai eich data personol yn cael ei brosesu y tu allan i'r DU, os ydych chi'n credu na chadwyd at eich hawliau diogelu data.



**Tidal Supply Ltd**

### **Our Contact Details**

[www.tidal.cymru](http://www.tidal.cymru)

Email - [post@tidal.cymru](mailto:post@tidal.cymru)

Phone number: 0333 242 0522

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The Company is a recruitment business which provides work-finding services to its clients and work seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or requested via our website. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

## **1. Collection and use of personal data**

### **a. Purpose of processing and legal basis**

The Company has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you
- For marketing and public relation in relation to our services

#### **b. Categories of data**

The Company has collected the following personal data on you.

Personal data:

- Name and contact details
- Education and work history

Sensitive personal data:

- Details of any criminal convictions
- Any proof of identity
- Details of payroll information

#### **c. Legitimate interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing your database and keeping work-seeker records up to date,
- Contacting you to seek your consent where it is needed,



- Providing work finding services to you, including sending your information to clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to you passing on your cv.

#### **d. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Schools, nurseries and authorities,
- Prospective new employers that we provide references to,
- Payroll service providers that manage Tidal Supply payroll,
- Tidal Supply Insurers,
- Tidal Supply IT and CRM provider.
- Any public information sources and third-party organisations that we may use to carry out suitability checks on work seekers for example The Disclosure and Barring Service (DBS), Teachers' Pension Service.
- Government, law enforcement agencies and other regulators such as Police, Home Office, HMRC, Employment Agencies Standards Inspectorate, and Local Authority Designated Officers as well as Trade Unions.

## **2. Data retention**

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, 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.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy. Upon expiry of that period the

Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

### **3. Your rights**

Under data protection law, you have rights including:

- The right of access i.e. you have the right to ask us for copies of your personal information.
- The right to rectification of your personal data
- The right to erasure of your personal data in certain circumstances
- The right to restrict processing of your personal information in certain circumstances
  - The right to object to processing of your personal data in certain circumstances.
- The right to data portability in certain circumstances
- The right to object to the processing of your personal data that was based on a public or legitimate interest
- The right not to be subjected to automated decision making and profiling
- The right to withdraw consent at any time

You are not required to pay any charge for exercising your rights.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting us; The Data Protection Officer, Tidal Supply Ltd, Glaslyn Ffordd y Parc, Parc Menai, Bangor, Gwynedd, LL57 4FE or [post@tidal.cymru](mailto:post@tidal.cymru)

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

#### **4. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: The Data Protection Officer, Tidal Supply Ltd, Glaslyn Ffordd y Parc, Parc Menai, Bangor, Gwynedd, LL57 4FE or [post@tidal.cymru](mailto:post@tidal.cymru)

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or at <https://ico.org.uk>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.