

# Freelancer Information Form

PRIVATE & CONFIDENTIAL



In accordance with the Data Protection Act 2018, the Company has the lawful basis to control, process and retain this personal data about you for the purpose of your application for work.

PERSONAL INFORMATION	
Full Name	
Address	
Telephone Number	
Email Address	
UTR	

SKILLS							
Full UK Driving Licence							
Clean Driving Licence							
Relevant Tickets/Qualifications (please list with expiration date and send in a scanned copy)							
Medical issues that may affect your work							
Please Tick Skill Base							
Lighting	<input type="checkbox"/>	Sound	<input type="checkbox"/>	Video	<input type="checkbox"/>	All Rounder	<input type="checkbox"/>
Rigging	<input type="checkbox"/>	Set Building	<input type="checkbox"/>	Driver	<input type="checkbox"/>	Crew	<input type="checkbox"/>
Expected Day Rate		Expected Hourly Rate					

SELF-EMPLOYMENT TERMS	
<p>Fees and terms are to be pre-agreed by Rockit prior to offering of services.</p> <p>Payment is made by Invoice, on 30 day payment terms (from date of Invoice). This Invoice needs to be received by finance (<a href="mailto:finance@rockiteventproduction.co.uk">finance@rockiteventproduction.co.uk</a>) within 30 days of the work being completed.</p> <p>Please ensure that you confirm you are medically fit to perform the work offered to you</p>	
Freelancer's Name	
Freelancer's Signature	Date

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## UTR & NI FORM

In order to comply with HMRC protocol regarding NI/tax payments please complete the details below. This will ensure that the correct tax and NI treatment is applied to your invoice. Failure of completion can result in any tax due being deducted at time of payment.

Once completed and if there are any queries, please e-mail: [finance@rockiteventproduction.co.uk](mailto:finance@rockiteventproduction.co.uk)

NI Number			
Unique Tax Payer Reference (UTR Number)			
I confirm that I am registered as self employed by the Inland Revenue and that I will account for any tax due on invoices paid by Rockit Event Production Ltd.			
Freelancer's Name			
Freelancer's Signature		Date	

### Sub-Contractors Privacy Notice (with consent)

This statement is provided with the intention to comply with your right to be informed under the Data Protection Act 2018.

We will hold and process the following information:

1. Your personal and contact details including your name, address, telephone numbers, emails
2. Particulars of your contract including your job title, salary, benefits
3. Financial information including your bank details, UTR No, tax statements, payslips
4. Particulars of your right to work in the UK
5. Particulars of your qualifications and skills including references, licences, certificates and training
6. Emergency contact information
7. Particulars of your performance including tasks, attendance
8. Sensitive information including protected characteristics under the Equality Act 2010 for Equal Opportunities Monitoring and Compliance
9. IT usage information including email addresses, log-ins, passwords
10. Copies of letters and communications between us and you.

We are the controller of this information and we are also the processor of this information. This data has been gathered with your consent and in the legitimate interest of assisting us in fulfilling the contractual requirements to supply hours and pay in the course of your contract. It will also be necessary for us to hold and process this data in the interests of your health, safety and welfare in work.

The officer responsible for the protection of your data is:

Georgina Barrell – [hr@rockiteventproduction.co.uk](mailto:hr@rockiteventproduction.co.uk)

Your data will be used to assign you work, provide you with hours of work, pay you, monitor your performance, write to you with important documents, check your skills, qualifications and experience, appraise your performance and safeguard your health, safety and wellbeing in the workplace.

**Rockit Event Production Ltd.**

Unit 6A Brake Shear House, 164 High Street, EN5 5XP  
t: (020) 8341 4828 e: [hr@rockiteventproduction.co.uk](mailto:hr@rockiteventproduction.co.uk)  
Company number: 6398839

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This is done on the basis of your consent and the legitimate interests to safeguard your health, safety and welfare and the health, safety and welfare of your colleagues, clients and third parties in the workplace. Your data is also processed in accordance with a contractual requirement between us and you. The failure to provide us with the data or to withdraw your consent may impact upon your sub-contract agreement or tasks, duties and responsibilities with your role and/or assignment. You should discuss the further impact of this with your manager.

The recipients of your data are us and we anticipate that we may need to share personal data with the HMRC (e.g. your Name and Unique Tax Reference Number), HSE (e.g. your Name and sub-contractor Details where there has been a reportable accident or investigation), Legal Advisers and professional advisers (e.g. your name and sub-contractor details where we need advice), Tribunals and Courts (e.g. your name, sub-contractor details and other personal data which is necessary for the determination of claims where litigation is commenced). It is not anticipated that there will be any other recipients nor any transfers of data to a third country. Accordingly, it is considered that safeguards for the transfer of data to a third country are not necessary. Should this change you will be notified.

Your sub-contractor data will be kept for the duration of your agreement and for a further period thereafter of 6 years. This period has been set for the protection of our organisation throughout your agreement and for a period thereafter in the event of any tribunal claims. If such a claim has been filed, the data will be retained for a period of 6 years following resolution of that claim and for 6 years following the resolution of any further claims. This period has been determined for the protection of the organisation in the event any professional negligence or breach of contract claims in the event we use representation to defend any claims.

Your financial data will be kept for the duration of your sub-contract and for a further period thereafter of 6 years. This period has been set for the protection of our organisation throughout your sub-contract and for a period thereafter in the event of any tribunal or breach of contract claims. If such a claim has been filed, the data will be retained for a period of 6 years following resolution of that claim and for 6 years following the resolution of any further claims. This period has been determined for the protection of the organisation under HMRC requirements and in the event any professional negligence or breach of contract claims in the event we use representation to defend any claims.

You have the right to be informed of fair processing information with a view to transparency of data. This statement is intended to fulfil that right

You have the right to access the information we hold. You should make such a request in writing to Georgina Barrell using the above contact information.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact Georgina Barrell using the above contact information and provide him with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

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You have the right to restrict our processing of your data where you contest the accuracy of the data until the accuracy is verified. You have the right to restrict our processing of your data where you object to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override your interests. You have the right to restrict our processing of your data when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your data where we no longer need the data and you require the data to establish, exercise or defend a legal claim. You will be advised when we lift a restriction on processing.

You have the right to data portability in that you may obtain and reuse your data for your own purposes across different services, from one IT environment to another in a safe and secure way, without hindrance to usability. The exact method will change from time to time. You will be informed of the mechanism that may be in place should you choose to exercise this right.

You have the right to object to the following:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

The data collected is not anticipated to fall within the above categories.

Whilst there is no anticipated automated decision making relating to the data you provide, you have rights where there is automated decision making including profiling. We may only do this where it is necessary for the entry into or performance of a contract, authorised by EU or the UK law or based on your explicit consent. Whilst it is not anticipated that this will occur, where it does, we will give you information about this processing, introduce to you simple ways for you to request human intervention or challenge a decision, and carry out regular checks to ensure that our systems are working as intended.

You have the right to withdraw your consent at any time.

You have the right to lodge a complaint with a supervisory authority such as the Information Commissioner's Office or any other of our regulators or accreditors that may regulate or provide accreditations to us from time to time. We advise that you exhaust our internal complaints procedure prior to referring the matter to any supervisory, regulatory or accrediting body. A copy of our complaints process is available from Georgina Barrell at the contact information above.

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