



# Hydrogen International Limited

## Privacy Notice

**2026**

**Hydrogen International Limited**

Registered in England and Wales, no. 3876449

MYO, One New Change, London, EC4M 9AF

+44 (0)20 7002 0000 | [info@hydrogengroup.com](mailto:info@hydrogengroup.com) | [www.hydrogengroup.com](http://www.hydrogengroup.com)

## Privacy Notice – Workers and Contractors

### 1. Introduction

This Privacy Notice explains how Hydrogen (“we”, “us”, “our”) collects, uses and shares your personal data when you engage with us as a worker or contractor.

We are committed to protecting your personal data and ensuring it is handled in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR).

### 2. What Personal Data We Collect

We may collect and process the following types of personal data:

- Identification details (name, date of birth, ID documents)
- Contact details (address, email, phone number)
- Employment and assignment information
- Right to work documentation
- Payroll and payment information
- Tax-related information (including National Insurance number)
- Timesheets and work records
- Compliance and audit information

### 3. How We Use Your Personal Data

We use your personal data to:

- Facilitate your engagement and assignments
- Process payments and manage payroll arrangements
- Comply with legal and regulatory obligations
- Conduct compliance checks and audits
- Prevent fraud and tax non-compliance
- Manage our business operations and contractual relationships

### 4. Lawful Basis for Processing

We process your personal data under the following lawful bases:

- Legal obligation – to comply with tax, employment and regulatory requirements
- Contractual necessity – to fulfil our obligations in relation to your engagement
- Legitimate interests – to manage our business, ensure compliance across our supply chain and mitigate risk

### 5. Who We Share Your Personal Data With

We may share your personal data with:

- Umbrella companies and payroll providers
- Clients and end hirers
- Managed Service Providers (MSPs)
- Compliance verification providers (including payroll audit and tax verification services such as SafeRec)
- Professional advisers (e.g. legal, audit)
- Government bodies and regulators (including HMRC)

We only share personal data where necessary, proportionate and in accordance with applicable data protection legislation

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## 6. Why We Share Your Data

We share your personal data to:

- Ensure you are paid correctly and on time
- Verify compliance with tax and employment legislation
- Meet legal obligations, including those arising under Joint and Several Liability
- Support audit, assurance and supply chain compliance processes
- Prevent fraud and other unlawful activity
- To provide transparency and assurance across the supply chain

## 7. International Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with applicable data protection laws.

## 8. Data Retention

We retain your personal data only for as long as necessary to:

- Fulfil the purposes outlined in this notice
- Comply with legal, tax and regulatory obligations

Retention periods will vary depending on the nature of the data and applicable legal requirements.

## 9. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Object to or restrict processing (in certain circumstances)
- Request transfer of your data

To exercise your rights, please contact us using the details below.

## 10. Data Security

We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, loss, or misuse.

## 11. Contact Details

If you have any questions about this Privacy Notice or how your personal data is handled, please contact:

Hydrogen Legal Team

[Legalrequirements@hydrogengroup.com](mailto:Legalrequirements@hydrogengroup.com)

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## 12. Updates to This Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website or upon request.