

## **GDPR PRIVACY NOTICE**

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Recruitlent.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with, the General Data Protection Regulations ("GDPR").

### **THE INFORMATION WE MAY COLLECT**

The information about you we may collect, hold and process is set out below:

(A) Information collected and processed for finding you a suitable role is as follows:

Your name

Your address

Your email address

Your telephone number

CV/Work History

Job preferences inc. role, location & salary

Any other relevant work-related information. Education & training etc

Passport or Visa or Right to work permit

This information will have been provided or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency.

### **HOW WE USE THE INFORMATION**

The above information is used to provide our services to you in our capacity as an employment business/agency to find you suitable work whether on a temporary or permanent basis based on your requirements as set out below.

The information under A above may be used as follows:

To establish that you have the right to work

To match your skills with job vacancies to assist in finding you the best position

To put forward your details to our clients and prospective clients for you to be considered for employment

To place you with our clients and prospective clients

To keep you informed of available opportunities as they arise

To keep you informed of the services offered by us

How do we hold the information

All the personal data we have is stored in our database in the UK.

### **DISCLOSURE OF YOUR INFORMATION**

Your CV and related information will be shared or sent to prospective employers. Once you have secured a placement additional information will be provided to them to enable the placement to proceed. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of paying PAYE candidates.

### **WHAT IS THE LEGAL BASIS FOR PROCESSING THE INFORMATION?**

We will rely on your consent to process the information as detailed above which is collected at the outset of the recruitment process. Information and documentation to establish your right to work is processed by us as we are legally obliged to do so. We will rely on your consent to process the information as detailed above which is collected at the outset of the

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#### YOUR RIGHTS

You currently have the right at any time to ask for a copy of the information about you that we hold. You also have the following rights: erasure, restriction of processing and data portability. We will update you further in connection with these rights when they come into force.

#### RETENTION OF YOUR DATA

Your data will be retained for no longer than necessary and in accordance with our Data Retention Policy. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioners Office at <https://ico.org.uk/concerns>

#### CONTACT

Please address any questions, comments and requests regarding our data processing practices to Claudia Dias, Head Of Recruitment – [claudiadias@recruitlent.com](mailto:claudiadias@recruitlent.com)