

Privacy Policy

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Company Name: Tradeline Recruitment Ltd (from here known as 'the Company')

Company Contact details: Bedford Heights, Manton Lane, Bedford, MK41 7PH

For any queries please contact our Data Protection Officer on 01234 332 960 or email cor@tradelinerecruitment.co.uk

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process 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 registration form or via our app or website, or we may collect them from another source such as a jobs board. 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 this privacy statement. At all times we will comply with current data protection laws.

Contents

1. Collection and use of personal data
 - a. Purpose of processing and legal basis
 - b. Legitimate interest
 - c. Statutory/contractual requirement
 - d. Recipients of data
2. Data retention
3. Your rights
4. Cookies
5. Links to external sites
6. Sale of the business
7. Data security
8. Changes to this privacy statement

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your 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.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- 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

b. 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 are as follows:

- To provide work finding services including sending your information to our clients when you have demonstrated an interest in doing a particular type of work that they may have a requirement for

Privacy Policy

- Managing the database and keeping work-seeker records up to date
- To make you aware of job opportunities that may be of interest to you in line with the information that you have provided to us
- Contacting you to seek consent when needed, for example to receive marketing communication from us

c. Statutory/contractual requirement

The Company has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

d. Recipient/s of data

- The Company will process your personal data and with the following recipient
- Client that we introduce or supply individuals to
- Your former or prospective new employers to obtain or provide references
- The Recruitment and Employment Confederation
- Third party data protection auditors – to ensure that we are complying and handling your data correctly
- Sage Accounts/TemPaid (payroll purposes)
- Our Accountants
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers)

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. For example, 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. This is currently 3 to 6 years.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- 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 data;
- 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; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting our Data Protection Officer on 01234 332960 or cor@tradelinerecruitment.co.uk Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

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

Privacy Policy

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.

4. Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content.

Most web browsers allow some control of most cookies through the browser settings. Please note that in a few cases some of our website features may not function if you remove cookies from your browser.

5. Links to external websites

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

6. Sale of business

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

7. Data Security

The Company takes every precaution to protect our users' information. All of our employee's computers have firewalls, are password protected and only Tradeline Recruitment employees have access to them.

Only employees who need the information to perform a specific job (for example, consultants, our accounts team or directors) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

8. Changes to this privacy statement

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) – www.ico.org.uk. We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance at cor@tradelinerecruitment.co.uk