

Candidate Privacy Policy

In this privacy policy we will set out how we collect and process personal data.

Rec-Sense Recruitment Ltd is committed to protecting the privacy and security of your personal information. We only collect and use personal data in line with the General Data Protection Regulation, the Data Protection Act and any other applicable laws and regulations.

This Privacy Policy informs you (the 'data subject') about our processing activities: the data we hold, why we use it, how long we will retain it for, and other relevant information. We outline:

1. What do we do with your personal data?
2. What personal data do we collect?
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5. Will I be receiving marketing emails, and can I opt out of this?
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1. What do we do with your personal data?

Your personal data will be stored on our CRM and can be accessed by our recruitment consultants. All consultants are obliged to comply with GDPR when processing your personal data, provided that you reside in the European Union.

Your personal data may also be shared with our clients for the purpose of introducing you and arranging interviews with them. We will always ask you for permission before introducing you to our client and we will be transparent on the exact details that will be forwarded.

Furthermore, we may disclose your personal information to third parties in the event that we sell or buy any business or assets, in which case we will have to disclose your personal data to the prospective seller or buyer of such business or assets.

We may also be under a duty to disclose or share your personal data in order to comply with any legal obligation, to defend our business against a legal claim, to enforce or apply our standard terms of business or other agreements or to protect the rights, property or safety of Rec-Sense, our customers or other parties.

2. What personal data do we collect?

We collect the following personal data:

- Your full name
- Your registered address
- Your date of birth
- Your email addresses
- Your (mobile) telephone number
- Professional profiles available in the public domain, e.g. LinkedIn
- Your CV
- Skillset (if not already covered in your CV)
- Job preferences (if not already covered in your CV)

- Current employer/client
- Your right to work, when requested by our client
- Current salary/employment conditions
- Desired salary/employment conditions
- Other documentation, if requested by our clients (e.g. references)

3. How do we collect your personal data?

We collect your personal data in the following ways:

1. You apply for a job in response to an advertisement
2. You upload your CV to our website
3. You complete a 'Contact us' form or registration form
4. Our recruitment consultants contact you subsequently locating your profile on a database/job board you have subscribed to or registered your CV with
5. We have received your details from another third party, eg. a business contact, candidate referral.
6. You applied for a job advertisement posted by Rec-Sense on an external job board, e.g. Totaljobs.
7. You have spoken with a recruitment consultant and provided us with your CV/application.

When we receive your details, we save your application and information on our CRM system. Our recruitment consultants can confirm how they found your profile or CV. If this information is not provided, please let us know and we will clarify how we located your details. If you speak with a member of our team over the phone, please note that calls may be recorded for quality and training purposes.

4. Why do we process your personal data?

We collect your information to carry out our core business activities. We are a recruitment business and want to help candidates in finding the right job that matches skillsets.

More specifically, we process your personal data for the following purposes:

- Introducing you to (potential) clients.
- Keeping your personal data on file for current and future opportunities that may arise.
- Evaluating your experience with Rec-Sense and our recruitment process.
- Verifying your identity and/or the right to work.

The following basis for processing your personal data applies if we have been in touch with you in the last five years:

We will process your data as we are of the view that we have legitimate interest to do so. As a recruitment business we introduce candidates to clients for permanent employment and temporary worker placements.

We need to satisfy our client's resourcing needs and therefore require an up-to-date database of candidate data. We will only use your personal data to introduce you to our clients and do not share more data with our clients than reasonably necessary. We usually process data that is already available online (e.g. a CV downloaded from a job board) and ask for additional information that is relevant to your application. Thus, to maintain, expand and develop our business we need to record the personal data of candidates who have been in touch with Rec-Sense over the last five years. We have chosen a five-year period for the following reasons:

- (1) It is likely that there is an ongoing relationship between you and Rec-Sense
- (2) You are intermittently considering alternative job opportunities
- (3) The quality of your data still enables us to match your profile with a new career opportunity

The following basis applies for processing your data if you are employed by one of our clients:

If you have been successfully hired by one of our clients as an employee or contractor, we have a legal obligation to keep some of your data on file. We may have to evidence any transactions to auditors or authorities. We may also have to keep your personal data for legal claims.

5. Will I be receiving marketing emails, and can I opt out of this?

We may process your personal data for marketing purposes. This is optional, not compulsory.

The basis for collecting and processing personal data for marketing purposes is 'consent' which means that we will send you marketing communication if you have indicated that you are happy for contact.

If you have opted into marketing updates, we may use your data to personalise your experience and provide you with relevant service announcements and updates. We will moreover be able to match your profile with relevant job opportunities. We will analyse your profile and provide you with additional information which helps you to better position yourself in the job market, i.e. updates relevant for your area of expertise or job alerts.

You are entitled to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. To opt out of any data processing and/or marketing communications from Rec-Sense, please '*unsubscribe*' as detailed on respective email.

6. How long will we store your data for?

Your personal data will be stored in our system for five consecutive years. As long as you are working with our recruitment consultants on your next career step, we will keep your data on file so we are able to match your profile with new opportunities.

Your data will be removed from our systems if:

- a) there has not been any communication for a five year period
- b) you request that your data is removed

Different retention periods apply if:

- a) you work as a contractor through Rec-Sense
- b) there is a direct statutory requirement (that comes into force) under which we are obligated to keep your data stored in our internal databases for a longer period of time.

This applies for example, if you are hired by one of our clients, in which case we need to keep records of the relevant transaction. The current limitation period is six years from the date of the transaction (this may be changed from time to time).

Also, under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, we must retain evidence of an introduction or supply for at least one year from the last activity e.g. interview, introduction or engagement.

7. What are your rights?

You are entitled to various rights:

- You can request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. This means, when working with our recruitment consultants, ensure that you notify us of any changes or update your information such as email, phone number etc.

- You can request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- You can object to processing your personal information whereby we are relying on a legitimate interest (or those of a third party) and there is something about your situation which results in your objection to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. This means we will only send you marketing communication if you have opted in. You can opt out any time by 'unsubscribe' email and your details will be removed from the Rec-Sense mailing list.
- You can request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

The fact that you lodge a request does not necessarily mean that we will grant your request in every instance, especially if Rec-Sense has legitimate interest in keeping your data. We will always give reasons if we decline your request.

We will however provide information without undue delay and in any event within one month (this can be extended to 2 months in exceptional circumstances) of the receipt of the request. However, where requests are manifestly unfounded or excessive in particular because of its repetitive character, we may refuse to act upon your request. If this happens then we will inform you within one month of the request about the possibility of lodging a complaint with a supervisory authority (in the UK this will be the ICO) or seeking a judicial remedy.

8. Will my personal data be used to make automated decisions?

We will not conduct any forms of automated processing of your personal data consisting of the use of personal data to evaluate certain personal aspects relating to you. We will not analyse or predict aspects concerning your performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. Furthermore, we will not make decisions that are based solely on automated processing which produces legal effects or similarly significantly affects your rights.

9. How can I lodge a complaint?

If you feel that your rights have been violated, you are entitled to lodge a complaint with the supervisory authority by contacting the Information Commissioner's Office (<https://ico.org.uk/concerns/>). Alternatively you can seek a legal remedy. However before escalating the case to the competent authorities, we strongly encourage you to contact us by emailing info@rec-sense.com. We will then review your complaint at our earliest convenience.

10. Changes to Data Processing Notice

Any changes we make to our Data Processing Notice in the future will be posted on our website and where appropriate (if we make any significant changes that may affect your rights as a data subject), notified to you by email.

11. Contact details of the Data Protection Officer

If you have any questions, comments or requests regarding your personal data or this Data Processing Notice, please address them to our DPO at info@re-sense.com.