

## Privacy Notice

<b>Data Controller Contact details</b>	Data protection contact details. Tracy Allen Company compliance and HR Manager Kate Mennell Executive Business Manager
<b>Reviewed:</b>	February 2022
<b>Version:</b>	Version no 3

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive 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 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 the terms of the following statement. At all times we will comply with current data protection laws.

### 1. Collection and use of personal data

#### a. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive 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.

If you have opted-in we may also send you marketing information and news via email/ text. You can opt-out from receiving these at any time by clicking “unsubscribe” when you receive these communications from us.

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:

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- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

#### b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Safeguarding and Safer Recruitment

- Managing our database and keeping work-seeker records up to date;
- Providing work-finding services to you and our clients;
- Contacting you to seek your consent where we need it;

**c. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Clients
- Third party payroll/umbrella companies with your prior consent
- Any third party required in the nature of the law and safeguarding children
- Former employers whom may seek references

**d. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- Failure to provide suitable work
- Removal from current temporary work.

**2. Data retention**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

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.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy which can be found on the application form. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data/and sensitive personal data.

<b>Personal data to be processed</b>	<b>Sensitive personal data</b>
Names, current and previous	Disability/health condition relevant to the role
Date of birth	Criminal conviction disclosures
Contact details, including telephone number, email address and postal address, emergency contacts	Previous or current safeguarding information
Experience, training, qualifications & CV	If volunteered, Ethnic Origin, Marital Status and religion
Proof of address	
National insurance number and bank details	
Photograph	
Vetting checks necessary for safer recruitment including DBS, Barred list, NCTL, References, Proof of identification and address	

### 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 and sensitive personal data you have the right to withdraw that consent at any time by contacting The Company Compliance Manager or Executive Manager on: 01482 580490 or by emailing [HR@theprl.co.uk](mailto:HR@theprl.co.uk)

### 4. Data Security

The Company takes every precaution to protect our users' information. [insert details of security measures in relation to the personal data processed, e.g. firewalls, browser certification technology, encryption, limited access, use of passwords and cyber security.

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) 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.

If you share a device with others we recommend that you do not select the "remember my details" function when that option is offered.

### 5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Tracy Allen – Company compliance and HR Manager  
[HR@theprl.co.uk](mailto:HR@theprl.co.uk)

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.