

## **Privacy Notice**

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

Resource Recruitment Management Limited of Jolliffe House, 32 West Street, Poole, Dorset BH15 1LD is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25 May 2018, the General Data Protection Regulations ("GDPR") will come into force, which will change the law.

### **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 including role, geographical areas and salary\*
- Any other work related information you provide, for example, education or training certificates\*

(B) Information in respect to individuals that have worked for us previously or may work for us is as follows:

- Passport
- In some cases, permits and visas
- DOB
- National insurance number
- Full details of job offers and placements
- Outcome of DVLA checks, criminal record checks and security clearance for certain roles
- In certain cases, medical information
- References
- Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- A log of our communications with you by email and telephone

This information will have been provided, or will be provided, by you or a third party who we work with, such as Job Boards and social media as publicly available sources of personal data for recruitment purposes or another employment business or agency. In the case of references, these will be from your previous employer. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.

### **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, contract or permanent basis based on your requirements as set out below.

The information under A above may be used as follows:

- To match your skill sets with job vacancies to assist in finding you the positions that most suit you

- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To place you with our clients and prospective employers
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us

The information under B above may be used as follows:

- To establish that you have the right to work
- To undertake relevant security and criminal record checks as required by our clients and prospective employers and as permitted by law
- To deal with any medical and health and safety issues relating to certain positions
- To put in place contractual arrangements and documentation once a role has been secured
- To pay you if placed

### **How we hold the information**

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

We will do our best to protect your personal data, although as the transmission of information via the internet is not completely secure we cannot guarantee the security of your data transmitted to our site or email; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, misuse or loss.

If you suspect any unauthorised access to or misuse or loss of your data, please contact us immediately by calling 01202 686000 or emailing [compliance@rrm.uk.com](mailto:compliance@rrm.uk.com).

### **Disclosure of your information**

Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed. Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA. 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 undertaking pre engagement checks for the role or for paying you.

### **What is the legal basis for processing the information?**

We will rely on your consent to process the information marked with an (\*) 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.

In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

Once a position has been found for you, we will process your personal data, including financial information, for the purpose of you entering into a contract for service to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

## **Your rights**

You may ask us to confirm what information we hold about you at any time, and request us to modify, update or Delete such information. We may ask you to verify your identity and for more information about your request. If we provide you with access to the information we hold about you, we will not charge you for this unless your request is "manifestly unfounded or excessive". If you request further copies of this information from us, we may charge you a reasonable administrative cost where legally permissible. Where we are legally permitted to do so, we may refuse your request. If we refuse your request we will always tell you the reasons for doing so.

## **Retention of your data**

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

We will endeavour to permanently erase your personal data once it reaches the end of its retention period or where we receive a valid request from you to do so. However some of your data may still exist within our systems. For our purposes, this data will be put beyond use, meaning that while it still exists on a system, it cannot be readily accessed by operational systems, processes or staff.

## **Automated Process (including profiling tools)**

We do not carry out any automated profiling in our recruitment process.

## **Cookies and Website Traffic Management**

When users enter Resource Recruitment's website their computers will automatically be issued with 'cookies'. Cookies are text files which identify users' computers to Resource Recruitment's server. The website then creates "session" cookies to store some of the preferences of users moving around the website, e.g. retaining a low graphics text-only preference. Cookies in themselves do not identify individual users but identify only the computer used and they are deleted on departure from the website.

Many websites do this to track traffic flows, whenever users visit those websites.

Resource Recruitment's website uses third-party cookies to measure use of the website including number of visitors, how frequently pages are viewed, and the city and country of origin of users. This helps to determine what is popular and can influence future content and development. For this purpose, Resource Recruitment uses statistical analysis tools to measure and analyse usage of the website. The information collected by Resource Recruitment will include IP Address, pages visited, browser type and operating system. The data will not be used to identify any user personally. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these means that certain personalised services cannot then be provided to that user e.g. retaining saved log-in details to allow you quick access on your next visit.

## **Withdrawal of consent**

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing [compliance@rrm.uk.com](mailto:compliance@rrm.uk.com).

## **Concerns**

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 Information Commissioners Office at <https://ico.org.uk/concerns/>.

**Contact**

Please address any questions, comments and requests regarding our data processing practices to Compliance - [compliance@rrm.uk.com](mailto:compliance@rrm.uk.com).

**Changes to the Privacy Notice**

We reserve the right to change this Policy at any time without notice to you.

This revision was last revised on 22/05/2018.