

Data Protection Privacy Statement

1 Collection and use of personal data

a. Purpose of processing and legal

Accountability Recruitment 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.

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.

The legal bases we rely upon to offer these services to you are:

- Your consent
- 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 Accountability Recruitment 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 Accountability Recruitment has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- We process data in order for us to continue providing recruitment services. We do this by keep records of all our activity so that we can answer any queries, disputes, use information for training purposes and identify trends in the market. We process data so that we can benefit from seeing previous notes, meetings and trends, and continue to learn and improve from this data

ACCOUNTABILITY

c. Recipient/s of data

- Accountability Recruitment does not share your data with external sources except with the clients advertising the roles, which we discuss with you.

d. Statutory/contractual requirement

- We process your data in order to be compliant with statutory and regulatory obligations in regards to providing recruitment services, which make the processing of data necessary. Our governing body (REC) provides guidelines on keeping data and ensures we comply with general legal obligations in regards to data processing.

2 Data retention

Accountability Recruitment 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.

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 Accountability Recruitment has obtained your consent to process your personal data, we will do so in line with our retention policy/ Upon expiry of that period Accountability Recruitment will seek further consent from you.

3 Your rights

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

- The right to be informed about the personal data Accountability Recruitment processes on you;
- The right of access to the personal data Accountability Recruitment 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.

ACCOUNTABILITY

Where you have consented to Accountability Recruitment processing your personal data, you have the right to withdraw that consent at any time by contacting Julia Mitchell, who is in charge of personal data: julia@accountabilityrecruitment.co.uk

There may be circumstances where Accountability Recruitment will still need to process your data for legal or official reasons. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Accountability Recruitment processes is incorrect or incomplete, please contact us using the details below and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

4 Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Julia Mitchell (Data Controller) on julia@accountabilityrecruitment.co.uk

ACCOUNTABILITY