

## Data Protection Privacy Policy

### General Data Protection Regulation Data Protection (Privacy) Policy

Recruitiz Ltd is committed to protecting and respecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand your rights.

For the purposes of the GDPR our data controller is Chrissy Costa. Contact details:

**106A Churchgate  
Cheshunt  
EN8 9ND**

**Tel: 01992 265 241 / 07949 565 133**

**Email: [admin@recruitizltd.co.uk](mailto:admin@recruitizltd.co.uk)**

Please read this Privacy Notice carefully as this sets out the basis on which any personal data, we collect from you, or that you provide to us, will be processed by us.

When we refer to we/us, we mean Recruitiz Ltd.

### **Who are we?**

Recruitiz Ltd is a recruitment agency specialising in short to long-term job placements.

Recruitiz Ltd needs to gather and use certain information about individuals. These individuals can include clients, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

### **Why do we collect your information and what information do we collect?**

We collect and use your information in order to help you find employment, to help Employers find candidates, and to provide and improve our services to you.

Through our website, you choose to provide us with the following information:

- e.g. contact details, resume details, location data;
- searches you run or jobs you click on;
- when you apply to jobs, and
- where you are an Employer providing necessary Employer information, e.g. for verification purposes.

### **What information do we collect?**

The information we collect about you includes the following:

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1. **Contact and Identifying information**, e.g., name, address, contact details; email, mobile, landline.
  2. **Unique identifiers** e.g. National insurance number for payroll purposes.
  3. **Demographic details**, age, gender, marital status, date of birth, photo ID.
  4. **Employment information** e.g., role, employment status (such as full/part time, contract), salary information, employment benefits, and employment history; this information is necessary for the recruitment process.
  5. **Financial details** e.g., bank account details, salary, tax code, third-party deductions, bonus payments, benefits and entitlement data, national insurance contributions details.
  6. **Criminal records information** e.g., the existence of or alleged criminal offences, or confirmation of clean driving licences.
  7. **Searches** that we undertake in relation to sanctions, money laundering and credit checks.

When we collect sensitive personal data as defined within the GDPR we will ensure that we require this information, and we have your explicit consent and/or authorisation prior to our collection. Please see the further information contained in this Privacy Notice that outlines special categories of personal data.

### **Information we automatically collect**

We sometimes automatically collect certain types of information when you visit our websites and through e-mails when we communicate with you. Automated technologies may include the use of web server logs to collect IP addresses, "cookies" and web beacons. Other cookies such as functional cookies, marketing cookies and analytical cookies will only be used with your expressed consent. Further information about our use of cookies can be found in our Cookie Notice at the footer of our web page. (Include cookie policy link here)

### **How do we use your personal data?**

It is understood that when you visit our website you are actively looking for employment which match your field of interest. If you are a job seeker, we will therefore make your personal data available to recruiters and employers who use our services to find suitable employees for specific roles that they are seeking to fill.

### **Legal Basis**

We need to ensure that we process your personal data lawfully. We rely on the following legal grounds to collect and use your personal data.

**Performance of a contract:** When we enter into contract with you, we will collect and use your personal data to enable us to fulfil that service. An example of this is when we forward your CV to an Employer.

**Legitimate interests:** Including, but not limited to, the handling of customer contacts, queries and complaints; the measures we take in order to ensure the security and integrity of the services we provide; where such processing is strictly necessary for fraud detection and prevention.

**Legal obligation:** The use of some of your personal data is necessary for us to meet our legal obligations e.g. data retention for a fixed period of time to comply with legal requirements or when

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detecting, preventing or investigating crime or fraud including working with law enforcement agencies.

**Consent:** Sometimes we may rely on consent as a legal basis for processing your information. For example, we rely on consent to collect and use personal data for any criminal convictions or alleged offences before forwarding your details to an employer.

When your consent is required, we will clearly indicate this (e.g. when we share your CV with an employer). You have the right to withdraw your consent at any time. When you do so, we will cease to process such data.

Where we rely on this legal basis to collect and use your personal information, we shall take appropriate steps to ensure the processing does not infringe the rights and freedoms conferred to you under the applicable data privacy laws.

### **How we share your data**

When required, we may make your information available to third parties with whom we have a relationship, where that third party is providing services on our behalf. We will only provide those third parties (data processors) with information that is necessary for them to perform the services. We will take measures to protect your information, such as putting in place Standard Contractual Clauses and confidentiality agreements.

As part of the recruitment services we provide to help you find a suitable job, we may make your personal data available to third parties such as direct employers and their agents or other business partners.

We may also share your personal data with courts, tribunals, regulators and other governmental and public authorities (such as the police or tax authorities) to: (i) allow us to pursue legal remedies, (ii) to enforce our terms and conditions and protect our operations, (iii) to comply with legal process, (iv) to comply with applicable law, and (v) to respond to requests from public and governmental bodies.

**Third-party processors:** We outsource certain processing operations to suppliers that process personal information on our behalf. Examples include IT service providers who manage our IT and back-office systems and telecommunications networks, and accounting and payroll providers.

### **Security**

The security of your personal data is important to us; we have implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risk. We have processes in place to protect your personal data from loss, unauthorised access, misuse, alteration and destruction.

### **Retention**

Recruitiz Ltd shall not keep personal data in a form that permits identification of data subjects for a longer period than is necessary.

### **Data Subjects' Rights**

Data subjects have the following rights regarding data processing and the data that is recorded about them:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records. (The erasure of such data will be dependent on our other legal obligations and whether the data is the subject of legal privilege).
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling.**
- **Right to make a complaint:** if we refuse your request under rights of access, we will provide you with a reason as to why.

### **Subject Access Requests**

All individuals who are the subject of personal data held by Recruitiz Ltd are entitled to:

- Ask **what information** the company holds about them and why;
- Ask **how to gain access** to it;
- Be informed about **how to keep it up to date**;
- Be informed about how the company is **meeting its data protection obligations**.

Should an Individual contact the company requesting this information, this is called a Subject Access Request.

Subject Access Requests from individuals should be made by email, addressed to the data controller at [chrissy@recruitzLtd.co.uk](mailto:chrissy@recruitzLtd.co.uk). A Subject Access Request form can then be supplied although individuals do not have to use this.

The data controller will verify the identity of anyone making a subject access request before handing over any information.

Once identity has been established the data controller will aim to provide the relevant data within **30 days**.

### **Complaints**

If you would like to make a complaint about how your information is being used by us, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information GDPR Owner, Chrissy Costa, using the following email address: [admin@recruitzLtd.co.uk](mailto:admin@recruitzLtd.co.uk).

You can also lodge a complaint directly with the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (or by email to [casework@ico.org.uk](mailto:casework@ico.org.uk)).

### **Failure to provide further information**

- If we are collecting your data for a contract and you cannot provide this data, the consequences of this could mean the contract cannot be completed or details are incorrect.
- When you fail to provide us with information we require to fulfil our obligations to you, we may be unable to offer our services to you.

### **Contact Us**

Your privacy is important to us. If you have any comments or questions regarding this statement, please contact us at [admin@recruitzLtd.co.uk](mailto:admin@recruitzLtd.co.uk).

### **Privacy notice/ statement changes**

When we update this Privacy Notice/Statement, we will post a revised version online. Changes will be effective from the point at which they are posted. We would encourage you to review our Privacy Notice so that you are aware of updates.

*This privacy policy was last reviewed in July 2021.*