



## **Data Protection Policy (Published 1<sup>st</sup> April 2018, Version 1.01)**

### **Venrec Group Limited ('The Company')**

**11 Romney Place, Maidstone, Kent, ME15 6LE**

**Telephone: 01622 358295**

**Email: [jobs@venrec.co.uk](mailto:jobs@venrec.co.uk)**

The Company is a recruitment agency 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 this privacy statement. At all times we will comply with current data protection laws.

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## **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.

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:

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

- 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;
- Giving you information about similar products or services that you have used from us recently;

#### **c. Statutory/contractual requirement**

The Company has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

#### **d. Recipients of data**

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

- Clients (whom we may introduce or supply you to)
- Former employers whom we may seek references from
- Payroll service providers who manage payroll on our behalf or other payment intermediaries whom we may introduce you to
- Other recruitment agencies in the supply chain
- Job board websites where we might advertise your personal data on your behalf in order attract interest from potential employers

## **2. Information which we may have that has not been collected directly from you**

**Categories of data:** The Company may have collected the following personal data on you:

#### *Personal data*

- Name, address, telephone numbers, email addresses
- National insurance number
- Date of birth
- Nationality (through right to work check)
- Employment and educational history
- Salary, benefit and remuneration details – past, present and future requirements
- Hobbies, interests, intentions as to career and life aspirations and goals

#### *Sensitive personal data*

- Health information including whether you have a disability
- Criminal conviction

**Source of the personal data:** The Company may have sourced your personal data/sensitive personal data; from

- Job boards, such as CV Library, Reed, LinkedIn, Total Jobs, Indeed
- Former employers
- A referee whose details you previously provided to us
- Software providers who we use to support our services
- Cookies listed in section 7

### 3. Overseas Transfers

The Company may transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

### 4. Data retention

The Company 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. For example, 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 pension auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

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 set out below. 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.

Data type	Retention policy
Work-seeker (candidate) records including application forms, CVs, ID checks, terms of engagement, details of assignments, details of employer introductions made, details of interviews, interview notes, discussion notes.  Engager (employer) records including client details, terms of business, assignment/vacancy details, interview notes, discussion notes.	One year from the last date of last providing work-finding services as an Employment Agency or Employment Business (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations)). We have no legal obligation to keep records where there is no action in relation to an application.
References	Our Conduct Regulations require references to be kept for one year following introduction to the client.
Records held relating to right to work in the UK	Two years after employment or engagement has ended, however we will usually provide this data to your new employer following a successful placement. In which case we will destroy this data within one year and the requirement to hold it will pass to your new employer.
Criminal records checks/ Disclosure Barring checks	If as part of your placement with an employer, we are required to obtain DBS information about you, then this data, following your consent would be provided to your prospective employer who would then be required to handle and store it in line with the obligations under Data protection Act 1998. We will destroy any such data held by us within six months.

### 5. 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 us via email to jobs@venrec.co.uk or in writing to Venrec Group Limited, 11 Romney Place, Maidstone, ME15. Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above 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.**

## **6. Automated decision-making**

We will use your personal data to match you to potential employers, for example we may run searches on our database to identify candidates within a particular post code area or with a particular skill. The results of this data-mining / searching will then help us to inform our decisions as to what candidates might be suitable for a particular role. You can help us to make good decisions by ensuring that the information you provide us with is accurate and up to date and by informing us promptly about any changes.

## **7. Cookies**

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content.

The table below explains the cookies we use and why.

Cookie	Name	Purpose	More information

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, [please refer to our Cookie policy]. Please note that in a few cases some of our website features may not function if you remove cookies from your browser.

## **8. Log Files**

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## **9. Links to external websites**

The Company's website may contains links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

## **10. Sale of business**

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## **11. Data Security**

The Company takes every precaution to protect our users' information. We engage a third-party IT support provider to ensure that our IT systems are robust and up to date, we use automated off-site back-up to a secure server data centre, we limit access to our computers and other data sources via physical security such as intruder alarms and locks, we password protect access to our computers and servers, our server is protected by a firewall.

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.

**If you have any questions about the security at our website, you can email [jobs@venrec.co.uk](mailto:jobs@venrec.co.uk)**

## **12.Changes to this privacy statement**

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

## **13. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact us at [jobs@venrec.co.uk](mailto:jobs@venrec.co.uk) or via post to Venrec group limited, 11 Romney Place, Maidstone, Kent, ME15 6LE

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.