

1. INTRODUCTION

itecpeople is a recruitment business which provides work-finding services to its clients and work-seekers. **itecpeople** must process personal data (including sensitive personal data) so that it can provide these services – in doing so, **itecpeople** acts as a data controller.

You may give your personal details to **itecpeople** directly, such as on an application or registration form, email, or via our website, or we may collect them from another source such as a jobs board. **itecpeople** 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.

1. Collection and use of personal data

a. Purpose of processing and legal basis

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

- Consent

b. Recipient/s of data

itecpeople will not process your data with any third party without your prior consent, on the basis that such processing is necessary in order to perform our services in relation to the recruitment process.

c. Statutory/contractual requirement

Your personal data is not required as part of a statutory and/or contractual requirement, and/or a requirement necessary to enter into a contract.

1.1 DATA RETENTION

itecpeople 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 **itecpeople** has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (see retention policy). Upon expiry of that period,

itecpeople will seek further consent from you. Where consent is not granted **itecpeople** will cease to process your personal data and sensitive personal data.

1.2 YOUR RIGHTS

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

- The right to be informed about the personal data the **itecpeople** processes on you;
- The right of access to the personal data **itecpeople** 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 **itecpeople** processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting our Data Protection Officer at:

	Data Protection Officer details
Contact Name:	
Address line 1:	
Address line 2:	
Email:	
Telephone:	

1.3 HOW WILL WE USE YOUR DATA?

We may use your information for the following purposes:

- process any information provided by you to us and to store your personal data in our central resume database;
- process any applications made by you for job vacancies advertised on our websites and manage the recruitment process, including contacting and liaising with employers in relation to your applications;
- assess your suitability for any job vacancies for which you have applied via our website or for which we think you may be suitable;

- as part of our due diligence process, to validate the information provided by you (and, in some cases, match it against information that has been collected by a third party, including background checks such as bankruptcy and insolvency registers, disqualified company director registers, Criminal Records Bureau / Disclosure and Barring Service checks and for proof of eligibility to work in the UK) and to check that the data we hold about our you is accurate, consistent and up to date;
- discuss with our client contacts your suitability for job roles in which we think you may be interested or suitable, on the basis that such processing is necessary in order to perform our services;
- to contact third parties such as your employer/referees whom you have nominated to verify information about yourself

1.4 WHO WILL ITECOPEOPLE SHARE YOUR DATA WITH?

We may pass your personal data on to third-party service providers contracted to **itecpeople** in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with **itecpeople's** procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

1.5 COOKIES

- Certain parts of the websites use "Cookies" to keep track of your visit and to help navigate between sections.
- Cookies are a small data files that websites store on your computer's hard-drive when you visit such sites, which can contain your user id and the pages you have visited.
- We use Cookies on our site to give us an idea of which parts of the webpage you are visiting and to recognise you when you return and to retain the information your provide as you navigate between pages on the Websites whilst completing any applications for job vacancies. Our Cookies do not directly read any other data from your computer's hard-drive or read Cookies created by other websites that you have visited.
- You may refuse to accept Cookies by activating the setting on your browser which allows you to refuse the setting of Cookies.

1.6 COMPLAINTS

If you wish to complain about this privacy notice or any of the procedures set out in it please contact the Data Protection Officer (see details above).

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.

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

This policy was approved by the management on 1/5/18 and is issued on a version controlled basis under the signature of the Managing Director.



Signature:

Date: 14 May 2018

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue		01/05/2018