

## Privacy Policy

### Background Information

We (Seekers Staff Bureau Ltd) understand that your privacy is important to you and that you care about how your personal data is used and shared online.

We both respect and value the privacy of everyone whose details we have on file and we will only collect and use personal data in ways that are described here and in a manner that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of our Privacy Policy is deemed to occur upon registration with Seekers Recruitment.

#### 1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

“personal data”: Means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to us via CV or registration. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”); and

“We/Us/Our”: Means Seekers Staff Bureau Ltd, trading as Seekers Recruitment (Seekers Recruitment is a sole company, trading since 1971) whose registered address is Enterprise House, Beesons Yard, Rickmansworth, Herts. WD3 1D5

#### 2. Information About Us

2.1 Seekers Staff Bureau Ltd is owned by Jill Rees and operated by Seekers Staff Bureau Ltd trading as Seekers Recruitment whose registered address is Enterprise House, Beesons Yard, Rickmansworth, Herts. WD3 1D5

2.2 Our Data Protection Officer is Claire Rees and can be contacted by email at [claire@seekersrecruitment.co.uk](mailto:claire@seekersrecruitment.co.uk) by telephone on 01923 778806 or by post at our trading address: Basing House, 46 High Street, Rickmansworth, Herts, WD3 1HP.

#### 3. What Does This Policy Cover?

This Privacy Policy applies to the use of your personal data.

#### 4. Your Rights

4.1 As a data subject, you have the following rights under the GDPR, which this Policy and our use of personal data have been designed to uphold:

4.1.1 The right to be informed about our collection and use of your personal data;

4.1.2 The right of access to the personal data we hold about you (see section 12);

4.1.3 The right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact us using the details in section 14);

4.1.4 The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you (we only hold your personal data for a limited time, as explained in section 6 but if you would like us to delete it sooner, please contact us using the details in section 14);

4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;

4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);

4.1.7 The right to object to us using your personal data for particular purposes; and

4.1.8 Rights with respect to automated decision making and profiling.

4.2 If you have any cause for complaint about our use of your personal data, please contact us using the details provided in section 14, and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

## 5. What Data Do We Collect?

We collect some or all of the following personal and non-personal data.

5.1 Your CV, name, contact information such as email addresses, telephone numbers, NI number, Copy of Passport, Birth certificate and proof of address, such as bank statement or utility bill or drivers licence.

5.2 demographic information such as country, postcode, preferences, and interests;

5.3 financial information such as bank details (this is only collected should you accept a temporary position and is in order for us to pay you through our accountancy package, Sage 50 Payroll.

## 6. How Do We Use Your Data?

6.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.

6.2 Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests and legally required. Specifically, we may use your data for the following purposes:

6.2.6 Replying to emails from you; Supplying you with emails that you have requested.

6.2.7 With your permission, submitting your CV to a client for a specific job.

6.2.8 Market research to understand the views and preferences of our website visitors and email subscribers;

6.2.9 Analysing your use of our Site and gathering feedback to enable us to continually improve our Site and your user experience;

6.3 With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email, text message, facebook messenger, LinkedIn messenger (or other online messaging services) or post with information, news and offers on our products or services. We will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

6.4 You have the right to withdraw your consent to us using your personal data at any time and to request that we delete it.

6.5 We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will, therefore, be retained for the following periods (or its retention will be determined on the following bases):

6.5.1 Your personal details will be retained as long as you remain on our candidate search. If you unsubscribe and no longer wish to remain with Seekers your details will be deleted within 12 months as part of regular housekeeping.

## 7. How and Where Do We Store Your Data?

7.1 We only keep your personal data for as long as we need to in order to use it as described above in section 6, and/or for as long as we have your permission to keep it.

7.2 All devices used to access your data are also password/PIN protected.

## 8. Do We Share Your Data?

8.1 Subject to sections 8.2-8.4, we will not share any of your data with any third parties for any purposes.

8.2 We may sometimes contract with third parties to supply products and services to you on our behalf. These may include payment processing, delivery of goods, services, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

8.3 With your permission, we will share your CV with clients where you are interested in a particular vacancy with the company.

8.4 In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or a governmental authority.

## 9. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable, and we will provide any and all information in response to your request free of charge. Please contact us for more details at [admin@seekersrecruitment.co.uk](mailto:admin@seekersrecruitment.co.uk) or by contact us, details in section 10 below.

## 10. Contacting us

If you have any questions about this Privacy Policy, please contact us by email at [admin@seekersrecruitment.co.uk](mailto:admin@seekersrecruitment.co.uk), by telephone on 01923 778806, or by post at Seekers Recruitment, Basing House, 46 High Street, Rickmansworth, Herts. WD3 1HP. Please ensure that your query is clear.

## 11. Changes to our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.

**CONSENT DECLARATION**

I, ....., hereby give my consent to the Company to process the following information:

Personal data

- [Name]
- [Date of birth]
- [Contact details, including telephone number, email address and postal address]
- [Experience, training and qualifications]
- [CV]
- [National insurance number]
- [Bank details]

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to their client's which will be named before submission of CV, in order to provide me with work-finding services.

I also consent to the Company processing my personal data with third parties including [The REC] for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for 12 months.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

**I confirm that I have read Seekers Recruitment's Privacy Policy.**

**Signed by candidate / temporary worker:** .....

**Print Name:** .....

**Date:** .....