



privacy & data protection policy for candidates

In this Policy, “Bucks and Berks” means Bucks and Berks Recruitment Ltd and “our” and “we” refer to Bucks and Berks. ‘You’ refers to our candidates, sometimes called work seekers.

We need to collect and use personal data about people, particularly past, present and prospective work seekers, in order to carry on our business and meet our work seekers’ and employer clients’ requirements effectively. We recognise that the lawful and correct treatment of personal data is very important to successful operations and to maintaining our work seekers’ and employer clients’ confidence in our services.

The Seven Principles of Data Protection

The Data Protection Act 2018 requires the Company, as data controller, to process data in accordance with the principles of data protection.

These are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Any personal data which we collect, record or use in any way, whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 2018 and any other relevant legislation. We are a “data controller” for the purposes of the Data Protection Act 2018. The Company has notified the Information Commissioner’s Office – the Company’s data protection registration number is Z5700982.

When we collect any personal data from you, we will inform you why we are collecting your data and what we intend to use it for. In the majority of instances this will be to help you find work.

The Company holds personal data on individuals (“data subjects”) for the following general purposes:

- Administration for temporary workers.
- Advertising, marketing and public relations.
- Accounts and records.
- Administration and processing of work-seekers personal data for the purposes of work-finding services.

Where we collect any sensitive personal data (under GDPR known as “special categories of personal data”), we will take appropriate steps to ensure that we have explicit consent to hold, use and retain the information. Sensitive data is personal data about your racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, details of any criminal offences that you have, or are alleged to have committed and any court proceedings relating to criminal offences that have been committed or are alleged to have been committed.

You can have access to your personal data that we hold by giving us a written Subject Access Request.

Changes to our Privacy & Data Protection Policy

If Bucks and Berks Recruitment decide to make changes to this policy or any other policies, these will be clearly posted on our website under the relevant policy pages.

Bucks and Berks Recruitment is committed to the privacy of all data entered by anyone who accesses our onsite/offsite registration form and/or our website. We adhere to relevant legislation, which protects your personal data, particularly the Data Protection Act 2018 and the Employment Agencies Act.

The Data We Collect

- We collect data such as your name, address, email address, contact numbers, current salary, salary requirements and general information about the type of work you are seeking.
- Your CV and biographical details.

Who sees the Data?

- Employees within Bucks and Berks necessary to the recruitment process.
- Prospective employers or our employer clients who may need temporary help.
- Our data processors such as payroll and pension providers.

How the Data is used

- To provide you with the services that you request.
- To assist Bucks and Berks and their employer clients in the recruitment process.
- To contact you from time to time about our services.

To clarify, the information we supply to any of our prospective employer clients may only be used for the purpose for which it is supplied. Bucks and Berks does not sell, rent or trade the data supplied by you to or with any other organisation or individual.

Consent, Storage and Third Parties

- By using our web registration form and supplying your details, including your CV, you consent to our collection and processing of your data, and the disclosure of this information to prospective employer clients.
- When you submit information to us, either via this onsite/offsite registration form, our website or by email, you understand and agree that we may store your information in a secure manner on our centralised recruitment database servers.
- Occasionally your personal data could also be accessed during an employer client's or other authorised organisation's compliance audit of Bucks and Berks. Again, by supplying your data to us, you consent to such reasonable access.
- We have an internal Data Protection Policy which covers the security of your personal data within Bucks and Berks.
- At no time do we pass on your personal data to third parties other than to our employer clients for your job search, to our payroll provider for temporary workers' payroll and organisations that process data to allow you to access information online, and other necessary 'back office' functions. Occasionally we deal with other employment agencies on shared recruitment projects and in some circumstances provide your CV to them plus any necessary statutory bodies.
- Often the best opportunities arise quickly and need prompt responses. In circumstances where speed is of the essence, we may provide your personal data to an employer client when we are unable to contact you to discuss the vacancy and without your explicit agreement. In these circumstances we will discuss the vacancy with you at the earliest possible opportunity.

Contact by Email, Text Messaging, and Alerts About Particular Jobs

We may use the data supplied by you to contact you from time to time. If you do not wish to receive further communications then you can ask us to stop sending them by contacting the Data Protection Officer whose contact details are below.

Updating your Personal Information

Whenever your personal information changes you must inform the consultant dealing with your application and resubmit your CV to them again. We are reliant on you supplying us with current, factual and accurate information about you, your experience and requirements.

Retention Periods For Personal Data

We will normally retain your personal data for 2 years. You can ask us at any time to delete your personal data, subject to any legal restrictions on our ability to do so which are outlined below.

- If you send your CV to us and it is reviewed by one of our consultants and that consultant feels that we do not have any suitable current vacancies or any that we know are coming up in the very near future, that match your skills and qualifications, we will not retain your CV for more than 30 days.
- If you send your CV to us and it is reviewed by one of our consultants and on review we ask you to complete our registration process, we will retain your detail as described below.
- If you register with us and we do not find you temporary work or place you in a permanent position then we are required by the Employment Agencies Act to retain your personal data for a minimum of 1 year after the last time we took action on your job search.
- If we have placed you in a permanent job, temporary booking or contract position with one of our Employer Clients then we are required by law to retain your personal data related to proof of eligibility to work and proof of identity. This personal data must be kept for 2 years from the end date of your last temporary booking or the start date of the permanent position.
- If we have found work for you in a temporary assignment then your personal data relating to the AWR (Agency Workers Regulations) and the WTD (Working Time Directive) have to be kept for 2 years.
- Your payroll records are kept for 6 years once you have ceased working through us, in line with HMRC guidance on pensions and the National Minimum Wage.
- If a disclosure certificate is required for a temporary position we will retain information supplied by the organisation that obtains criminal record information from the Disclosure & Barring Service for as long as necessary.

Accessing your Data

Under the Data Protection Act, you may write to Data Protection Officer at Bucks and Berks Recruitment, Regatta House, 67 High Street, Marlow, Bucks SL7 1AB or email: dpo@bucksandberks.co.uk and request a copy of the information which we hold about you. That request is a Subject Access Request. If the details are inaccurate you can ask us to amend them.

Erasing your Data

Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances.

If you wish to have your data erased then you should make a request to the Data Protection Officer at: Bucks and Berks Recruitment, Regatta House, 67 High Street, Marlow, Bucks SL7 1AB or email: dpo@bucksandberks.co.uk.

The Data Protection Officer will review your request and tell you if we are holding any of your personal data and which items of personal data can be removed/erased in line with the Retention Periods For Personal Data above.

We have an obligation to ask any of our clients to whom we may have forwarded your personal data to delete that data unless they have other legal grounds for retaining it.

We must act upon your request without undue delay and at the latest within one month of receipt of your request.

References

When we are taking up references from organisations, details of which you will have supplied on our Web Registration Form or which you have given us on your CV or through any other documentation, you will have agreed to our contacting those organisations and have consented to the disclosure of the reference/s to a third party such as our employer clients.

The Human Rights Act 1998

Finally it should be remembered that all individuals have the following rights under the Human Rights Act 1998 and in dealing with personal data these should be respected at all times:

- Right to respect for private and family life (Article 8).
- Freedom of thought, conscience and religion (Article 9).
- Freedom of expression (Article 10).
- Freedom of assembly and association (Article 11).
- Freedom from discrimination (Article 14).