

# Privacy Policy (compliant with GDPR)

Searley Owen Limited are committed to protecting and respecting your privacy. This privacy policy sets out how Searley Owen Limited uses, protects and processes all information that we collect from you or that you provide to us.

Searley Owen Limited acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time, this includes (from 25<sup>th</sup> May 2018) the General Data Protection Regulations ("GDPR").

## What information do we collect?

The information about you we may collect, hold and process is set out below:

- Your name
- Your address
- You contact details, which can include Contact numbers and Email addresses
- CV / Work history
- Details of any qualifications
- Job preferences including role, location and salary preferences.

If Searley Owen Limited have supported you in finding a suitable position, we may hold extra details. These details can include

- Proof of eligibility to work in the UK, such as a copy of your Passport or Driving Licence. In some cases, this could include Permits of Visa's
- Date of Birth
- Previous work references
- Emergency contact information
- National Insurance number.

## How do we collect this information?

Searley Owen Limited collect this data in a variety of ways

- When you fill in an application form
- When you apply for an advertised job role on our website, or 3<sup>rd</sup> party websites such as Job boards.
- In the case of references, these will be from your previous employer. We will only apply for references on you once an offer of employment has been extended and you have accepted said offer.
- We will only obtain details of your Passport, Emergency contact information or National Insurance number directly from you.

## How do we use the information?

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work based on your requirements as set out below:

- To match your skill sets with job vacancies to assist in finding you the positions that most suit you
- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To place you with our clients and prospective employers
- To keep you informed of available opportunities as they arise
- To establish that you have the right to work
- To undertake relevant referencing checks or criminal record checks as required by our clients and prospective employers and as permitted by law

## Why do we collect this information?

Searley Owen Limited need to process this information to take steps at your request prior to entering into a contract with you. Searley Owen has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We process such information to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, Searley Owen Limited may keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

## What is the legal basis for processing the information?

- We will rely on your consent to process the information which is collected at the outset of the recruitment process.
- Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.
- Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.
- Once a position has been found for you, we will process your personal data, for the purpose of you entering into a contract to fulfil your role.

## Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Searley Owen Limited will not sell, lease, rent your Personal Data. Searley Owen Limited may share your information with a 3<sup>rd</sup> Party, only with your explicit consent. For example, we may send your CV to a potential employer for a vacancy. We will not share any further information with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

## Our Legitimate Business Interests

As a recruitment business and recruitment agency we introduce candidates to clients for permanent employment. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts. Due to the nature of our business we will never store your personal data for a period longer than

4 years without having meaningful contact with you in this time period. If you have not received any meaningful contact from us in 4 years or more your personal information will be deleted from our systems. “Meaningful contact” means, for example, any form of contact between us in relation to the Company assisting/providing recruitment services to you.

## Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require Searley Owen Limited to change incorrect or incomplete data;
- Require Searley Owen Limited to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Searley Owen Limited is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Searley Owen Limited at [info@searleyowen.com](mailto:info@searleyowen.com) If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Searley Owen Limited during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing [info@searleyowen.com](mailto:info@searleyowen.com)

## Contact

Please address any questions, comments and requests regarding our data processing practices to Jade Searley, Director of Searley Owen Limited at [Info@searleyowen.com](mailto:Info@searleyowen.com)