

PRIVACY POLICY

Vortex Recruitment Ltd (hereinafter the company) it's a recruitment business which provides work finding services to its clients and candidates. The company must process personal data including sensitive personal data so that it can provide these services - in doing so, the company is responsible for your personal data you may give your personal details to the company directly, such as on an application for registration form or via our website, oh we may collect them from other sources such as job boards. 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 related to you we will only use your personal data in accordance with the terms of the following notice.

Please note that this notice will be subject to amendments as required.

1. Definitions

Candidate(s) means any individual who registers with the company for the purposes of obtaining permanent/ fixed term or temporary employment.

Client(s) and or individual any organisation that the company provides recruitment services to.

“Data Protection Legislation” data protection laws including the Data Protection Act 1998 and the General Data Protection Regulation (EU 2016 679).

“Personal data” means any information relating to an individual who can be identified, such as by name, an identification number, location data, and online identifier or to one or more factors specified in the physical, genetic, mental, economic, cultural, or social identity of that natural person.

“process/[processing]” means any operation or set of operations performed on personal data, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making it available, alignment or combinations, restriction, erasure or destruction.

“Sensitive personal data” means personal data revealing racial or ethnic origin, political opinions, records of criminal convictions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data, data concerning health, and individuals sex life or sexual orientation and an individual’s criminal convictions.

* For the purposes of this policy we use the term “personal data” to include “sensitive personal data” except where we specifically need to refer to sensitive personal data.

“Supervisory authority” Means an independent public authority which is responsible for monitoring the application of data protection. In the UK, the supervisory authority is the Information Commissioner's Office (ICO).

“Supplier(s)” means an organisation, individual or employee of that organisation that provides services to the company.

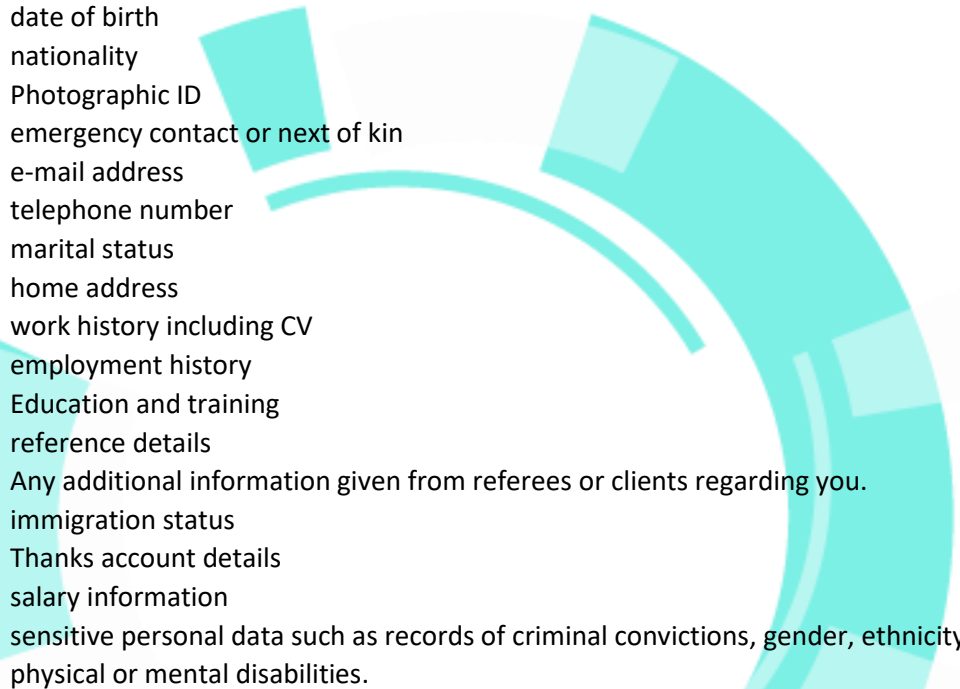
2. Collection and use of personal data

i) Categories of personal data that may be collected.

The categories of personal data the company may collect will depend on the type of contact you have with us.

CANDIDATES

if you are a candidate, the company may collect the following personal data:



- name
- date of birth
- nationality
- Photographic ID
- emergency contact or next of kin
- e-mail address
- telephone number
- marital status
- home address
- work history including CV
- employment history
- Education and training
- reference details
- Any additional information given from referees or clients regarding you.
- immigration status
- Thanks account details
- salary information
- sensitive personal data such as records of criminal convictions, gender, ethnicity, physical or mental disabilities.

If you are a client, the company may collect the following personal data:

- details of previous and current job requirements
- contact details of employees of your organisation such as
 - name
 - work address
 - e-mail address
 - telephone number

SUPPLIERS:

If you are supplied to the company may collect the following personal data:

- bank account details
- contact details for employees of your organisation such as

name
work address e-mail address
telephone number

ii) How we use your personal data

The company may use your personal data for varied reasons. Below is a non-exhaustive list of the uses the company may have for your personal data.

CANDIDATES

If you are a candidate, the company will process your personal data for the purposes of providing you with work finding services. This service will include providing you with job recommendations and submitting your application to potential employers. The company may also use your personal data for marketing purposes. The company may also use your personal data for equality and diversity monitoring or as required by law, regulatory bodies or for tax or audit purposes.

CLIENTS

If you are the client, the company will process your personal data for the purposes of providing you with recruitment services as per our agreed terms of contract. The company may also use your personal data for marketing purposes or as required by law, regulatory bodies or for tax or audit purposes.

SUPPLIERS

If you are a supplier to the company, the company will process your personal data to ensure that great terms of contract may be carried out efficiently and effectively. The company may also use your personal data as required by law, regulatory bodies or for tax or audit purposes.

iii) Our legal basis for processing your personal data

The company is required to confirm the legal basis which we will rely on for processing personal data. The legal basis we rely upon will be legitimate interests.

CANDIDATES

If you are a candidate seeking employment and have applied for a position or have submitted your CV to the company to provide you with work finding services, the company is required to process your personal data. This may include conducting any relevant reference checks which are necessary for the purposes of you gaining employment. If you successfully obtain employment, the company will require to process your personal data for payroll and other internal administration purposes. We may also provide job recommendations we think you may be interested in. To ensure that any recommendations are specifically tailored to your requirements the company may process your personal data for this purpose. Finally, the company may also require sharing your personal data as required by law, regulatory bodies or for tax or audit purposes. The company regards all the above as being in our legitimate interests in running a recruitment business and to provide appropriate recruitment services.

CLIENTS

If you are a client, the company will store your and your employee's personal data for the purposes of ensuring that you are provided with a suitable candidate for the job positions. The company will also store records of role requirements, meetings, emails and conversations to ensure that the company continues to provide you with relevant recruitment services. The company considers the above as being in a legitimate interest in running a recruitment business and providing appropriate recruitment services.

SUPPLIERS

If you are a supplier, the company will process the personal data of your employees and store your bank account details for the purposes of ensuring you are able to provide the relevant services as a company supplier and to be paid for those services. The company considers the above as being in our legitimate interests as one of your customers.

CONSENT

The company may require obtaining your consent to certain processing activities. In such circumstances, consent must be freely given, specific, informed and unambiguous and you will be provided with a consent form with a specific opt in option. You may withdraw your consent at any time.

iv) Third parties we may share your personal data with

The company may share your personal data with a third-party service provider where required, such as a professional or business advisor like IT consultants, solicitors, auditor's or accountants. The company may share your personal data as required by law regulatory bodies or for tax or audit purposes.

Depending on the type of contact you have with the company, there are additional categories of third parties whom data may be shared with.

CANDIDATES

If you are a candidate, the company may also share your personal data with potential employers or a third-party recruitment service to assist your search for employment. We may share your personal data with reference agencies where a specific form of reference is required.

CLIENTS

If you are a client, the company also shares your personal data for the purposes of providing you with recruitment services which may include, with the candidates for intermediary organisations such as managed service providers where appropriate.

SUPPLIERS

If you are a supplier, the company may share your personal data with third party service providers or as required by law, As stated above.

Please note that this list of third parties are not exhaustive and may be updated as required.

3. Data Retention

The company 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 seekers records for at least one year from the date of their creation or after the date on which we last provided them 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.

4. Your Rights

In terms of the data protection legislation, you have the following rights

- i) Right to be informed
The company has an obligation to provide you with information on the way your personal data will be stored and used.
- ii) Right of access
You have a right of access to the personal data stored on a database. On request, we will provide you with copies of all the information we hold which is relevant to you. This will allow you to assess the accuracy of the information we hold and verify that the information is being used as originally intended and in compliance with the law.
- iii) Right if rectification
Should you discover that some of your personal data we hold is inaccurate, you have the right to have that rectified and any inaccuracies will be amended accordingly. We may also contact any relevant third parties and make them aware of any changes and request that they update their records.
- iv) Right of erasure
If you feel that there is no longer a need for the company to retain your personal data, you can request that the information be permanently erased from our records. This may then be deleted subject to legal requirements.
- v) Right to restrict processing
There are some instances where erasing personal data will not be desirable or even possible. In this event you may request that we no longer process the information and simply retain for reference purposes only.
- vi) Right to withdraw consent
You have the right to withdraw consent to processing of your data at any time. If you wish to enforce any of the above rights, please contact the company at admin@vortex-recruitment.co.uk

5. Complaints or queries

If you wish to complain about this Notice or any of the procedures set out in it please contact admin@vortex-recruitment.co.uk You also have the right to raise concerns with the Information Commissioner's Office on 030 123 1113 or any other relevant supervisory authority .

