Privacy policy

Definition: The Company = Serply Recruitment Ltd

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by The Company.

The Company’s Company Directors are the Data Controllers.

We 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. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) came into force, which changed the law.

**We may collect and process the following data about you:**

Information that you provide by filling in forms on our site at [www.serply.co.uk](http://www.serply.co.uk) (our ‘Website’) or by corresponding with us by phone, email or otherwise. This includes information provided when contacting us in relation to services or completing our enquiry form. This typically includes your name, your organisation’s name, your position, email address, address and contact telephone number/s. We may also ask you for information when you report a problem with our site;

If you contact us, we may keep a record of that correspondence;

Serply Recruitment Ltd may ask you to complete surveys that we use for research purposes, although you do not have to respond to them;

Details of your visits to our site including, but not limited to, web server statistics, traffic data, location data and details of the web pages and resources that you access.

Our use of IP

**How we use the information**

We use information held about you in the following ways:

To provide you with information or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;

To carry out our obligations arising from any contracts entered into between you and us;

To allow you to access secure areas of our website when you choose to do so;

To notify you about changes to our services.

We may also use your data to provide you with information about services which may be of interest to you and we may contact you about these by email, SMS, post or telephone.

If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about services similar to those which were the subject of a previous sale to you. If you are a new customer we will contact you by electronic means only if you have consented to this.

If you do not want us to use your data in this way, please contact us.

**When we might disclose your data to third parties**

We may share your personal information with any member of our group, which means our ultimate holding company and its subsidiaries, as defined in section 119 of the Companies Act 2006.

We may share your personal information with selected third parties including:

Business partners, suppliers and other third parties (for example, HMRC or framework audit requirements) for the performance of the services agreed to be provided to you or to provide information requested by you or where such third parties or suppliers are engaged to provide services directly to Serply Recruitment Ltd;

In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;

If Serply Recruitment Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements;

Or to protect the rights, property, or safety of Serply Recruitment Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

**How we hold the information**

All the personal data we have is stored on our database is based in Europe.

**Disclosure of your information**

Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA.

Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

Other trusted third parties that we may share your data with are as follows: Agencies you are also engaged with, pension scheme providers, HM Revenue and Customs, legal/ financial advisors, and other companies for the purpose of undertaking pre-engagement checks for the role or for paying you.

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

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the onboarding process.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information, the basis for us processing this will depend on the circumstances but will usually be for one of the following reasons: it is necessary to protect health and safety within the work environment or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

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.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

**Your rights**

You currently have the right at any time to ask for a copy of the information about you that we hold in addition to your right to be forgotten. If you would like to make a request for information please go to our website.

**Retention of your data**

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

**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 on – Serply@info@.co.uk

**Concerns**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns>

**Cookies**

During the course of any visit to The Company’s website, the pages you see, along with a short text file called a ‘cookie’, are downloaded to your computer. Many websites do this, because cookies enable website publishers to do useful things like find out whether you have visited the website before.

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website’s computer and stored on your computer’s hard drive. Each website can send its own cookie to your browser if your browser’s preferences allow it, but (to protect your privacy) your browser only permits a web site to access the cookies it has already sent to you, not the cookies sent to you by other sites. Cookies record information about your online preferences.

Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time.

**Contact**

Please address any questions, comments and requests regarding our data processing practices to info@serply.co.uk

**Changes to the Privacy Notice**

This Privacy Notice may be changed by us at any time.