

This privacy policy outlines how Neo Resourcing Limited uses and protects the personal data you supply us with when you use this website as a job seeker.

Registration with and use of the Website for job seekers is free so there is no formal contract between us.

Neo Resourcing is a recruitment agency which provides work-finding services to its clients and work-seekers. We act as both a recruitment agency and recruitment consultancy, introducing job seekers to hirers for permanent and interim vacancies respectively. Your privacy is really important to us and we want to be completely transparent with our visitors by detailing how we use the personal data we collect about you when you register with Neo Resourcing as a job seeker via the Website.

Our aim is to be responsible, relevant, and secure when using your data. We expect that individuals giving consent share these aims and expectations. If this isn't the case then please do not subscribe or register. If you do register your details, please take a minute to read through what information we collect about you, who we share it with and how they might use it.

Personal Data we collect and why

We collect personal data about you when you register with Neo Resourcing. This is needed to provide you with the recruitment services that we deliver.

In accordance with GDPR (General Data Protection Regulation) regulations effective from May 2018 we are committed to protect the information you give us when you use this website. We will ask for your consent to process your personal data. By registering your consent, you have accepted that you understand and accept this as a valid legal basis for processing your personal data.

GDPR defines consent as any 'freely' given, specific, informed and unambiguous indication of the data subjects' wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her. We may process any job application or CV entered by you into a CV/job board database, which you have made freely available for CV searching or a LinkedIn job application or any affirmative communication and messaging made by you in LinkedIn Inmails or connections.

The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a 'Data Controller'.

You may give your personal details to the Company directly, such as on an application, CV or registration/ 'contact' form or via our website, or we may collect them from another source such as a jobs board. 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 relevant to you we will only

use your personal data in accordance with this privacy statement. At all times we will comply with current data protection laws.

Once registered, we may share your CV with clients who have suitable vacancies for you to consider, but we will gain your permission to do so first. All of your contact details will be removed from the CV before it is sent. If you DO NOT wish for us to share your CV, please advise us when registering.

We will keep electronic and paper copies of your information for up to six years unless you request for it to be permanently deleted during this time.

Website Cookies

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web Browser (if you allow) that enables the site's or service provider's systems to recognise your browser and capture and remember certain information. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. For example, by allowing cookies, our website may remember the name you used to connect on a blog post and save you the time to have to type it in again.

This applies to all fields of submission across the website. The search and directory portion of the website may also remember previous searches for you or preferences of selection previously chosen. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer you better services and site experiences and tools in the future.

By clicking any link on the site, a visitor is consenting to our storage of cookies.

When someone visits our website we use a third party service, Google analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to establish the number of visitors to the site and to which various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to identify anyone visiting the site.

How we use your Personal Data

Neo Resourcing Limited may collect your personal details, including but not limited to your name and contact details, and other relevant information from your CV including work history, employment preferences, references and the usual information contained on a CV.

We will also ask for and keep copies of your CV and, where appropriate, proof of your eligibility to work in accordance with our legal obligations.

We may also ask you if you need any reasonable adjustments to be made in connection with the recruitment process or for an application for a particular role.

Where we are legally required to do so, we may also ask you for details of any criminal offences and seek an up-to-date criminal records check.

If any roles you wish to apply for require us to perform additional checks, for example credit checks or for CCJ's we will also use your personal data to perform those checks.

The information is held, used and disclosed by us as follows:

1. To provide our recruitment services to you;
2. To maintain our business relationship with you as a client or candidate
3. To enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts or other resources
4. To match your details with job vacancies, to help us find you a suitable position and to send your personal information (including sensitive personal data) to clients for consideration for jobs.
5. To answer your enquiries
6. To direct market job management and recruitment products and services supporting you as a candidate or prospective client, advise you of any industry updates, events, promotions, competitions, reports and other information. You will be able to unsubscribe from such communications.
7. To fulfil a contractual obligation that we have with you
8. To trusted third parties, where we have retained them to provide services that you or our clients have requested such as references, qualifications and criminal reference checks and CV screening services as required, verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Neo Resourcing.
9. To third parties who perform functions on our behalf and who also provide services to us such as professional advisors, IT consultants carrying out testing and development work on our IT systems, research and direct mail houses and function co-ordinators. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Neo Resourcing.
10. We may also seek your consent to collect hold, process and disclose your personal information for any other purpose not listed above.
11. Personal data may also link to a professional profile including a photograph if one is available in the public domain e.g LinkedIn profile and where LinkedIn messaging InMail's/emails and connections directly correspond to our inhouse ATS email and database for correspondence and messaging.

We cannot control the use of any information or data that you have chosen to share publicly through this website. However, we will never share or disclose private information that we store administratively unless legally obligated to.

Overseas Transfers

Neo Resourcing Limited will not transfer the information that you provide to us outside the UK without submitting satisfactory proof of their safeguarding methods and proof of a certified privacy shield.

Clients

If you are a Client or prospective Client we will collect and use information about your organisation and you (or your designated managers) in order to market our recruitment services to you and provide you with our recruitment services. We may also use that information to establish, bring or defend legal claims.

Information about prospective Clients and their associated contacts will therefore be processed because it is in our legitimate interests to do so, because it is needed to fulfil a contract or to bring to defend legal proceedings.

Please note that we will not normally seek the prior consent of corporate bodies to direct marketing sent to a corporate email or postal address. However, anyone receiving such marketing has the right to opt out by contacting via email. We will only send you information that relates to our recruitment services.

Storage of Data

All data is stored on a secure server with a variety of security measures in place. Any Data submitted or gathered through the use of this website that requires storage is only used for the purpose of usage analysis, service maintenance or specific content updates. Any data that you consent to submit to our website will be stored for an unspecified amount of time. However, we are not obligated to hold this data indefinitely and any data submitted or logged may be removed at any time.

Security of Data

The security of your data is very important to us but please remember that no method of transmission over the internet, or method of electronic storage is 100% secure. While we do everything, we can to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Your Rights

You have the legal right to amend, correct, delete any information or data you have submitted through the use of this website. As we don't use user registrations or hold accounts on this website, there are no stored controls or settings that you can access directly to remove something you have submitted in every case. If you would like us to send you a copy of any/all data that you have submitted through using this website, edit or amend any information or delete any/all of the data submitted then

you can request this by contacting us here hello@neoresourcing.co.uk. We may ask you to verify your identity for certain requests.

Links to other sites

You may find external links through our websites that will send you to another site. We can only advise that you visit any external link at your own discretion as we cannot control the content of these sites or protect you under our own policies. If you find any links to be broken, inappropriate or wish to know more about it before clicking then please contact us.

Your Consent

By using this website, you are consenting to the policies detailed on this page. However, to make consent of form submissions more transparent, we have included a checkbox that will need to be ticked before you submit any data. As this data can only be submitted by ticking the consent button, consent is automatically proven for contact form submissions.

You can only legally give consent if you are 13 years of age or older. Any data submitted by a person younger than this age will require the consent of a legal parent or guardian in writing. If you believe someone below this age has submitted data then you can inform us via our contact form. Any data submitted by a user below the age of consent will be deleted by legal obligation.

Changes to our Policy

We maintain the right to amend this policy at any time and may update it from time to time. Any changes made to this policy will be added and the date of the policy changed to reflect the latest version.

Contact Us

If you have any questions regarding this policy, please contact us by filling out the contact form at : www.neoresourcing.co.uk