



**K4 Recruitment Ltd**

**Privacy Notice**

**August 2024**

**Company contact: Katy Atkinson, Director**

**[katy@k4recruitment.co.uk](mailto:katy@k4recruitment.co.uk) / 07809741890**

K4 Recruitment Ltd ('the Company')

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. 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 or registration 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 the terms of the following statement.

## 1. Collection and use of personal data

### a. Purpose of processing and legal basis

The Company has collected your personal data (which may include special categories of personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about career opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities and developing and managing our services and relationship with you and our clients.

We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

## **b. Categories of data**

The Company has collected the following personal data on you:

Personal data:

- Name/contact details (contact number, email address and postal address.)
- Experience, Training and qualifications
- CV

## **c. Legitimate interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping candidate / client records up to date;
- Contacting the individual to seek your consent where you need it;
- Providing career search services to the individual, including sending information to our clients where they have demonstrated an interest in a particular role but not expressly consented us passing on their cv.

## **d. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Clients (whom we may introduce or supply you to)

## **2. Data retention**

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also 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-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

Where the Company has obtained your consent to process your personal and/or sensitive data we will do so in line with our two-year retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your [personal data and/or sensitive personal data.

## **3. Your rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and/or sensitive personal data you have the right to withdraw that consent at any time by contacting Katy Atkinson, Director on 07809741890 or [katy@k4recruitment.co.uk](mailto:katy@k4recruitment.co.uk). Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

#### 4. Source of the personal data

The Company sourced your personal data/sensitive personal data by the following means:

- LinkedIn

This information did not come from a publicly accessible source.

#### 5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Katy Atkinson, Director on 07809741890 or [katy@k4recruitment.co.uk](mailto:katy@k4recruitment.co.uk)

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/make-a-complaint/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.