

# STRAIGHT FORWARD RECRUITMENT

INDUSTRIAL ♦ ENGINEERING ♦ AGRICULTURE ♦ COMMERCIAL

## STRAIGHT FORWARD RECRUITMENT - PRIVACY POLICY

### **BACKGROUND:**

Straight Forward Recruitment Ltd understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website, [www.straightforwardrecruitment.co.uk](http://www.straightforwardrecruitment.co.uk) ("Our Site") and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site (If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately) or replying to an emailing containing this Privacy Policy or by signing off a copy of this Privacy Policy.

### **1. Definitions and Interpretation**

In this Policy, the following terms shall have the following meanings:

<b>"Account"</b>	means an account required to access and/or use certain areas and features of Our Site;
<b>"Cookie"</b>	means a small text file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in section 13, below;
<b>"Cookie Law"</b>	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;
<b>"personal data"</b>	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation ("GDPR"); and
<b>"We/Us/Our"</b>	means Straight Forward Recruitment, a limited company registered in England under company number 09922445, whose registered address is Beechurst, 8 Commercial Road, Dereham, Norfolk, NR19 1AE

### **2. Information About Us**

**2.1** Our Site is operated by The Recruit Venture Group Limited (a Limited company registered in England under company number 06895443, whose registered address is Beechurst, 8 Commercial Road, Dereham, Norfolk, NR19 1AE)

**2.2** What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site, your registration with us or your response to a "Candidate Consent Email". Our Site may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

### **3. Your Rights**

**3.1** As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:

- 3.1.1 The right to be informed about Our collection and use of personal data;
- 3.1.2 The right of access to the personal data We hold about you (see section 12);
- 3.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 14);
- 3.1.4 The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 14);
- 3.1.5 The right to restrict (i.e. prevent) the processing of your personal data;

[info@straightforwardrec.co.uk](mailto:info@straightforwardrec.co.uk)

[www.straightforwardrecruitment.co.uk](http://www.straightforwardrecruitment.co.uk)

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2 Pall House, Market Place, Thetford, IP24 2AH • 01842 777 115

Diss Business Hub, Hopper Way, Diss, IP22 4GT • 01379 777 829

Registered address: 108 High Street, Berkhamsted, Herts HP4 2BL

Registered in England & Wales No. 09922445



GLA Unique Reference  
Number STRA0007

- 3.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
- 3.1.7 The right to object to Us using your personal data for particular purposes; and
- 3.1.8 Rights with respect to automated decision making and profiling.

If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 14 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office. For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

#### 4. **What Data Do We Collect?**

Depending upon your use of Our Site or by registering or by replying to a "Candidate Consent" email, We may collect some or all of the following personal and non-personal data (please also see section 13 on Our use of Cookies and similar technologies):

- 4.1 Name, address, job title, professional history, salary expectations, contact information such as telephone numbers and / or email addresses, Date of Birth, National Insurance Number, Bank Details and Next of Kin name and contact details

#### 5. **How Do We Use Your Data?**

- 5.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.

- 5.2 Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in Our legitimate interests. Specifically, We may use your data for the following purposes:

- 5.2.1 Helping you to secure permanent employment;
- 5.2.2 Helping you to secure temporary work;
- 5.2.3 Advising you on CV preparation;
- 5.2.4 Supplying Our services to you (please note that We require your personal data in order to enter into a contract with you);
- 5.2.5 Replying to emails from you; (Refer to 9.1)

We fully protect your rights and comply with Our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

- 5.3 You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it. See Section 14

- 5.4 We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):

- 5.4.1 All details will be kept for 2 Years from the date you originally gave permission (Unless you request it be deleted sooner under your "Right to be Forgotten"). At the point of (or just before) 2 years we will write to you again in order to gain permission to keep your details or remove them from our database.

- 6. Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We can not guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk

#### 7. **How and Where Do We Store Your Data?**

- 7.1 We only keep your personal data for as long as We need to in order to use it as described above in section 5, and/or for as long as We have your permission to keep it. Also your data will only be stored in the UK.

#### 8. **Do We Share Your Data?**

- 8.1 We may share your data with other companies for the processing of payroll if you are working with us as a Temporary Worker.

- 8.2 We may share your data with clients of Ours who are interested in hiring staff. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

8.3 We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you.

8.4 In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal requirements, a court order, or a governmental authority.

## 9. How Can You Control Your Data?

9.1 When you submit personal data via Our Site, we will subsequently contact you allowing you to select your marketing preferences.

9.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

## 10. Your Right to Withhold Information

10.1 You may access Our Site without providing any data at all.

10.2 You may restrict Our use of Cookies. For more information, see section 12.

## 11. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR, no fee is payable, and We will provide any and all information in response to your request free of charge. Please contact Us for more details at [datacontroller@straightforwardrec.co.uk](mailto:datacontroller@straightforwardrec.co.uk), or using the contact details below in section 14.

## 12. Our Use Of Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website. You will be prompted to accept cookies before this happens. We may gather information about your general internet use by using the cookie. Where used these cookies are downloaded to your computer and stored on the computer hard drive. Such information will not identify you personally, it is a statistical data which does not identify any personnel details whatsoever. Our site uses analytics services provided by Google. You can adjust the settings on your computer to decline cookies or delete cookies at any time. This can be done within the "Settings" section of your computer or device. For more information please read the advice at [aboutcookies.org](http://aboutcookies.org). All cookies used by and on Our Site are used in accordance with current cookie law.

## 13. Contacting Us

If you have any questions about Our Site or this Privacy Policy, please contact Us by email at [datacontroller@straightforwardrec.co.uk](mailto:datacontroller@straightforwardrec.co.uk) by telephone on 01603 567808 or by post at 17 Charing Cross, Norwich, Norfolk, NR2 4AX. Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you (as under section 12, above).

## 14. Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.

I \_\_\_\_\_ hereby declare that I have read, understood and agree to the attached privacy policy and my CV being sent to the mentioned client(s).

Also I agree / disagree to receive marketing emails (These will be information on jobs or about potential jobs and general company news) from Straight Forward Recruitment

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_