

List Recruitment

Company Name:	List Recruitment Limited ('the Company')
Company Contact details:	List Recruitment Limited, The Old Chapel, Wrawby Street, Brigg, North Lincolnshire, DN20 8JJ Tel. 01652 657945 Data Protection Officer – Daniella Wilson
Document DP5A	Privacy Notice
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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 will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Categories of data

The Company collects the following personal data:

Name, address, email address, telephone number, CV/employment history, job preferences (role type, geographical area and remuneration).

Information in respect to individuals that have previously or may work for List include:

Passport, work permits/visa, date of birth, National Insurance number, outcome of security clearance checks, references, payroll information (HMRC data, pension, statutory payments).

c. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Providing work finding services, to match your skills with job vacancies to assist in finding you the positions that most suit you
- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To place you with our clients and prospective employers
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us
- To establish that you have the right to work
- To undertake relevant security checks as required by our clients and prospective employers and as permitted by law
- To deal with any medical and health and safety issues relating to certain positions
- To pay you if placed

d. Recipient/s of data

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

- Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed.
- HMRC, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre-employment checks or arranging payment.

e. Statutory/contractual requirement

- Your personal data is required by a contractual requirement (e.g. our client may require this personal data), and to put in place contractual arrangements and documentation once a role has been secured

2. 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-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.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our 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 and 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 and sensitive personal data you have the right to withdraw that consent at any time by contacting Dani Wilson on 01652 657945, dani.wilson@listrecruitment.co.uk.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact Dani Wilson on 01652 657945, dani.wilson@listrecruitment.co.uk.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, 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.