



Company Name:	Red Door Recruitment Limited
Company Contact details:	Louise Wynne – Director Heather Mustard – Office Manager/Data Protection Officer Email – GDPR@reddoorrecruitment.co.uk Red Door Recruitment 16-18 Chequer Street St Albans AL1 3YD 01727 899490
Document DP5A	Privacy Notice (when personal data is obtained from the data subject)
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This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whom we may contact in order to find out more about our Candidates or whom they indicate is an emergency contact. It also applies to the emergency contacts of our staff.

You may give your personal details to us 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. We 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. What kind of data we collect

- **Candidate** - In order to provide the best possible employment opportunities that are tailored to you, we need to process certain information about you. We only ask for details that will genuinely help us to help you, such as your name, DOB, age, contact details, passport/ID, education details, employment history, referee details, emergency contacts, immigration status, nationality, current remuneration, pensions and benefits, financial information (where we need to carry out financial background checks), and NI number (and of course you may choose to share other relevant information with us). Where appropriate and in accordance with local laws and requirements, we may also collect information related to any criminal convictions.
- **Client** - If you are a Red Door Recruitment customer, we need to collect and use information about you, or individuals at your organisation, in the course of providing you services such as: finding candidates who are the right fit for you or your organisation or notifying you of content published by Red Door Recruitment



which is likely to be relevant and useful to you. We only ask for details that will genuinely help us to help you, such as name, telephone numbers and email address. We also hold information relating to your online engagement with candidate profiles.

- **Supplier** - We need a small amount of information from our suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).
- **Third Party** - Where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking 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 Red Door Recruitment.
- **Regulatory or law enforcement agencies** - We will also disclose your information where we are permitted and requested to do so by law; and we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

b. How do we collect your personal data?

- **Candidate data** – directly from you and from third parties
- **Client data** – directly from you and from third parties – either where you contact us by phone or email or we contact you through our consultants' business development activities
- **Supplier data** – directly from you
- **Referees** – at your provision
- **Website** – via cookies
- **Other sources** – third party sources such as LinkedIn and other job sites

c. How we use it

- **Candidate data** – to find you permanent or temporary employment, marketing activities or establish, exercise or defend legal claims - for more information please contact GDPR@reddoorrecruitment.co.uk
- **Client data** – ensure contractual arrangements between us can be properly implemented
- **Supplier data** – to comply with legal requirements
- **Referees** – to help our candidates find employment and verify details and qualifications
- **Website users** – to present jobs to you that we think you'll be interested in

d. Who do we share your personal data with?

- **Candidate data** – primarily with prospective employers to increase your chance of securing a new role, reference information, tax or other authorities where we are required to share your data
- **Client data** – we will share your data to ensure that we provide you with a suitable bank of candidates

e. How do we safeguard your personal data?

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data. These include measures to deal with any suspected data breach.

f. 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

After initial contact with you, we will ask for your consent and we will let you know what you are consenting too. You will need to take positive action in giving us your consent and we will keep records of the consent that you have given us. You will always have the right to withdraw your consent and you can do so at any time.

Legitimate interest

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

- **Candidate** - We will process your Personal Data to GDPR Guidelines in order for us to assist you in your job seeking purposes.
- **Client** - To ensure that we provide you with the best service possible, we store your personal data and/or the personal data of individual contacts at your organisation as well as keeping records of our conversations, meetings, registered jobs and placements. We may also ask you to undertake a customer satisfaction survey, we deem these uses of your data to be necessary for our legitimate interests as an organisation providing various recruitment services to you.

g. Recipient/s of data

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

- Our Clients
- Our payroll provider - for temporary staff

h. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- If you are unable to provide us with the required Personal Data we will not be able to provide our services.
- If you do not disclose certain Personal Data to us this may result in a job offer being withdrawn.

2. Data retention

The company will retain your personal data only for as long as is necessary and in accordance with our Data Retention Policy. 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 including: full name, address, contact telephone number/s, email address, right to work in the UK, details of any unspent criminal convictions, work history, details of drivers licence and points and/or driving convictions. We will do so in line with our retention policy (a copy of which can be found on our website). 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 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 sensitive personal data you have the right to withdraw that consent at any time by contacting:

Heather Mustard – Office Manager/Data Protection Officer
GDPR@reddoorrecruitment.co.uk.

Red Door Recruitment
16-18 Chequer Street
St Albans
AL1 3YD
01727 899490

4. Use of cookies by Red Door Recruitment

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

The table below explains the cookies we use and why.

Cookie	Name	Purpose	More info
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Click here for an overview of privacy at Google
Content Management System cookie	PHPSESSID	This cookie is set by our content management system upon arrival to the website. It is not used by Red Door Recruitment for any purpose. This cookie is deleted when a user closes their browser.	

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org



To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

5. Complaints or queries

If you wish to log a complaint about this privacy notice or any of the procedures set out in it please contact:

Heather Mustard – Office Manager/Data Protection Officer

GDPR@reddoorrecruitment.co.uk

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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.