

<b>Company Name:</b>	Techconsult UK Limited ('the Company')
<b>Company Contact details:</b>	Sarah Taylor <a href="mailto:Sarah.Taylor@techconsult.co.uk">Sarah.Taylor@techconsult.co.uk</a> 01642 456300
<b>Document Type</b>	Privacy Policy
<b>Topic:</b>	Data Protection
<b>Date:</b>	25 <sup>th</sup> May 2018

**This Privacy Policy has been designed to explaining the following:**

- the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with whom, we will share your personal data
- sets out the legal basis we have for processing your personal data
- explains the effect of refusing to provide the personal data when requested
- explains the data protection rights you have when it comes to the processing of your personal data
- explains how we may contact you and how you can contact us.

**What personal data do we collect?**

- We collect various types of personal data, depending on how you share your information with us.
  - ~ Full personal details shared on a CV, including name, address, DOB, contact details etc
  - ~ Social Media contact information such as Twitter ID, Skype ID, LinkedIn Profile etc
  - ~ National Insurance and Bank Account Details
  - ~ Next of Kin

**How do we use your personal data?**

Information which you supply to us may be used in a number of ways, for example:

- To assist with work finding services
- To fulfil our obligations as a recruitment business and employer

**How long do we keep your personal data for?**

- 6 years from the last contact, unless you have asked us to remove your details.
- Some information is maintained for a mandatory period of 6 years in order to comply with legislation, however if there is no such requirement, your data can be deleted, upon request

**Who do we share your personal data with?**

- Clients in order to introduce a work-seeker
- Candidates' former or prospective new employers that we obtain or provide references to
- Any third parties who carry out audits to ensure that we run your business in line with legislation
- Clive Owen as our Payroll service provider, who manages our payroll
- Vintage Financial Planners as our service provide for pension processing
- Any umbrella companies that a candidate specifies they would like to use
- Other recruitment agencies in our supply chain (e.g. master/neutral vendors and second tier suppliers);
- Our insurers
- Our IT and CRM providers
- Any public information sources and third party organisations that may be use to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS), DVLA

- Government, law enforcement agencies and other regulators e.g the Police, Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI), Local Authority Designated Officers (LADOs), GLAA,
- Trade unions;
- Any of our group companies; and
- Any other organisations an individual asks us to share their data with.

***However, your personal data will not be shared with any third party without your prior consent.***

#### **What legal basis do we have for using your information?**

- 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

#### **What happens if you do not provide us with the information we request or ask that we stop processing your information?**

If you do not provide the personal information we need we may not be able to provide you with the service you require.

#### **Do we use Cookies to collect personal data on you?**

To provide better service to you on our websites, we use cookies to collect your personal data when you browse.

#### **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

#### **How do I request that my personal data is not processed by Techconsult UK Ltd**

Please contact Sarah Taylor using the contact details above

#### **How will we contact you?**

We may contact you by phone, email or social media. If you prefer a particular contact means over another, please just let us know.

#### **How can you contact us?**

If you are unhappy with how we've handled your personal data, or have further questions on the processing of your personal data, contact Sarah Taylor, [Sarah.Taylor@techconsult.co.uk](mailto:Sarah.Taylor@techconsult.co.uk) or 01642 456300

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk) 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.