

Your Data Protection Rights

Privacy Policy

THE Agency (Recruitment) Limited (hereinafter THE Agency) is a Limited Company registered in England and Wales. Its registered address is **5 Railway Street, Cleckheaton, West Yorkshire BD19 3HR. Its registered number is 6937256. The Directors are Kim Barnes – Evans FIRP and Richard Evans. Telephone number 01274 869100. Kim Barnes – Evans is the Data Protection Officer for THE Agency.**

We are committed to protecting your privacy. We only use the information we collect about you to help match suitable job vacancies and for marketing and accounting purposes. We do not sell, trade or rent your personal information to others. We follow strict security procedures in the collection, storage and disclosure of information that you have given us. All data will be held in accordance with the Data Protection Act 1998 and soon to be General Data Protection Regulations 2018 (GDPR). We will only use your data in accordance with the terms of the following statement.

Why do we have a Privacy Policy?

THE Agency is committed to privacy for everyone who provides Personal Data / Information and who accesses THE Agency website. Under the Data Protection Act 1998 (GDPR), we must comply with certain requirements which are designed to ensure that any Personal Data you provide to us is processed with due care and attention.

What sort of Data do we Collect?

THE Agency collects **General Personal Data** about you to help in the Recruitment Process and for administrative purposes. This Data consists of information including your name, address, e-mail address, National Insurance Number, work and education history, bank details (where applicable). Additionally, your responses to, and the results of assessments administered plus details of your Right to Work in the UK. We also collect information in the aggregate to provide us with a better understanding of the users of our Website as a group, their browsing patterns and preferences. This Aggregate Data does not contain personally identifiable information.

Why do we need your Consent to Collect Data?

THE Agency is required under GDPR to obtain your consent to allow the collection and storage of your Personal Data. You will be asked to provide your consent before the collection and storage process commences, by signing a consent form at application/ registration stage. You have the right to withdraw this consent.

Right to Withdraw Consent

After you have given consent to allow the collection and storage of your Personal Data, you have the right to withdraw your consent at any time. THE Agency will stop processing the data you gave them, but they can continue to process other data if they rely on another legal or statutory reason for doing so e.g. PAYE and other Statutory records.

Right to Object

You have the right to object to your Personal Data being processed. THE Agency can only process your Personal Data if it has a compelling legal ground to do so.

Why do we process this Personal Data?

THE Agency will process this Personal Data as necessary to aid the Recruitment Process, to provide our services to you and to market products/services to you as well as advise you of news and industry updates, events, promotions and competitions (where we do use your information to market further products and services to you, you will be able to unsubscribe from such communications).

We may also use Aggregate Data to help us understand our users as a group so that we can provide you with a better service and provide targeted advertising on our website. If this is no longer required your Personal Data will be destroyed.

Why do we Collect and Process Sensitive Personal Data?

We collect and process Sensitive Personal Data only so far as is necessary and in compliance with all applicable legislation (GDPR). By registering your details with us, you will sign consent to us collecting and processing Sensitive Personal Data supplied by you and disclosing this information to prospective clients, in connection with the Recruitment Process.

You will be invited to complete an Equal Opportunities Form, which is stored separately and remains anonymous. You have the right to withdraw this consent.

What if your Data is Inaccurate or Incomplete?

Personal Data that THE Agency holds, and processes is required to be accurate and complete. In the unlikely event of any inaccurate or incomplete information, you have the right to request in writing that THE Agency corrects any incomplete or inaccurate data they hold on you. THE Agency will respond to your request within one month.

How long will THE Agency store your Personal Data?

Your Personal Data will be stored for no longer than is legally required under current legislation.

What if I wish to make a complaint?

In the unlikely event THE Agency does not meet its GDPR obligations you have the right to complain to the Information Commissioner Office. **Our ICO Registration Reference is Z1881278**

What if I wish to access my Personal Data?

You can request a **Right to make a Subject Access Request (SAR)**. If you wish to make a SAR THE Agency will respond to you within one month from the request. This can be extended to a further 2 months in certain circumstances. THE Agency will not charge you to respond to your SAR unless for example you have made repeated requests for the same information. THE Agency could refuse to comply with your request for the same reasons. All SAR responses will be made via postal communication and will be sent by recorded delivery.

Do we pass Personal Data to third parties?

We may pass Personal Data to Third Parties that help us to process Personal Data, to prospective or intended employers or Clients, or third parties assisting them in the recruitment process for the purpose of recruitment.

How is this Personal Data safeguarded?

The security of your Personal Data is extremely important to us. Access to your Personal Data is only provided to our staff and Third Parties who help us to process data, to prospective employers or clients to help with the Recruitment Process.

What if you wish for your Personal Data to be Erased?

Right to Erasure (this is also known as the 'Right to be Forgotten'). You can request that THE Agency remove all your Personal Data. However, this is not an absolute right – THE Agency may keep your Personal Data if they have a legal reason for doing so.

THE Agency may ask whether:

- You just do not want to hear from them for a certain period of time,
- Or, whether you want your data to be permanently deleted

Organisations cannot keep lists of people whose data they have deleted. THE Agency do not keep lists of Individuals data they have deleted. If you have requested for your data to be forgotten, THE Agency will inform any third parties that they have passed your data to that you have filed a Request to Erase. They must also do the same. THE Agency are required to keep certain records such as ID or Right to Work checks and payroll records for certain periods of time. These obligations will override any request to erase data or any objection to processing for so long as we must keep the data.

Uploading Personal Data to THE Agency Website

When you send your CV to THE Agency, this is done via email and none of your Personal or CV data is stored upon the web server.

Right to Data Portability

Where technically possible, you have a right to have your personal data transferred directly from one organisation to another. However, this does not include having your data passed to another organisation without your approval. The transfer of your data to another organisation may be subject to certain information relating to Client data being redacted in order to protect our Clients data and also confidential financial and/or other data belonging to THE Agency. A request to have your data transferred directly to another organisation must be put in writing to the Data Protection Officer and this will be actioned within 7 working days from the day of request.

Personal Data Breaches

If THE Agency suffers a data breach e.g. a loss or theft of Personal Data, we will inform the Information Commissioner's Office. If there is a high risk to you, we will also inform you.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted through e-mail notification.

What are 'cookies' and why do we use them?

'Cookies' are ways of saving a small amount of personal information about how you use our website. We use cookies to save information about how you use the website and save settings regarding your preferences and searches. When you first use our website, we confirm your consent for the use of cookies while using our website. If you would like more information about cookies, go to the Website [all about cookies](#).

How do you remove your Personal Details from the database?

You can **contact Kim Barnes – Evans FIRP (Data Protection Officer)** to request for your details to be removed at any time, which will be confirmed by THE Agency within 48 hours of your request.

Terminology

Privacy Policy - this statement by THE Agency Recruitment Ltd explains the ways that we try to protect our Users' privacy

Data Protection Act 1998 / General Data Protection Regulations 2018 - this is the act of Parliament which set out principles relating to the use of data to ensure that the rights of the person who is the subject of the data are protected under the law

Data - information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

Personal Data - data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of, THE Agency Recruitment.

Sensitive Personal Data - personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence

Aggregate Data - this is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future. This data is not personally identifiable data.

Recruitment Process - the process of gaining employment and recruiting new staff and the on-going administrative process involved once an applicant has gained employment or recruited new staff.

Third Parties - these are companies and people other than **THE Agency (Recruitment) Ltd**.

Website - www.theagency.org.uk