



**REDSTONE RECRUITMENT (UK) LTD
GDPR – PRIVACY NOTICE – DATA PROTECTION**

STATEMENT

The Company (Redstone Recruitment) is a recruitment business which provides work-finding services for its clients and job seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services. In doing this, the Company acts as a data controller. You may give your personal details to the Company directly by telephone or email. You can also supply your details via on a registration form sent via email, or we may collect them from another source such as job boards, for example, CV Library, Indeed etc.

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

Purpose of Processing and Legal Basis

The Company will obtain and store your personal data, which may include sensitive personal data, and will process your data for the purposes of providing you with work-finding services. This includes, for example, contacting you and assessing your suitability for job opportunities, updating our databases, putting you forward for relevant job opportunities, arranging payments to you via third party payroll providers and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime, and to comply with laws that apply to us including establishing your rights to work in the UK. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

To enable us to offer you these services, we rely upon:

- Your consent (written, verbal or expressed electronically)
- Where we have a legitimate interest
- To ensure we comply with our legal obligations
- To fulfil our contractual obligation we have with you



Legitimate Interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are work finding purposes.

Receipt(s) of Data

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

- Payroll processing companies
- HMRC
- Any legal bodies required in business
- Redstone Recruitment (UK) Ltd clients

Contractual and Statutory Requirements

Your personal data is required by law or is a contractual requirement, for example, the personal data is required by a client of the Company, and/or a requirement necessary to enter a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data will stop us being able to consider you suitable for positions of work.

2. DATA RETENTION

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Where dictated by law, we may be required some elements of your personal data for longer periods of time.

As required by The Conduct of Employment Agencies and Employment Businesses Regulations 2003, we must keep work-seeker records for at least one year from the date of their creation or after the date the Company last provided you with work-finding services.

For as long as may be required by HMRC, we must keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required and associated national minimum wage, social security and tax legislations state.

Where the Company has obtained your consent to process your personal and sensitive 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 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 not to be subjected to automated decision making and profiling
- 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 to withdraw consent at any time.

Where you have consented to the Company processing your personal data, you have the right to withdraw that consent at any time by contacting your Redstone Recruitment contact, or where applicable, any representative of the business, the controller of recorded data, or the data protection officer.

For legal reasons, the Company may not be allowed to delete some of your data. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific laws and regulations.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us via: info@redstonerecruitment.co.uk and we will take reasonable steps to check its accuracy and amend it where necessary. You can also contact us at this email address if you require the Company to restrict the type of data we process for you, access your personal data or exercise any of the other rights listed above.

4. QUERIES AND COMPLAINTS

You have the right to raise concerns regarding this privacy notice or its procedures with the Information Commissioner's Office at ico.org.uk/concerns or on 0303 123 1113.

You may also contact any other relevant supervisory authority should your personal data be processed outside if you believe that your data protection rights have not been adhered to.