

<b>Company Name:</b>	Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH
<b>Company Contact details:</b>	Grant Lillywhite, Managing Director, 02920 474000
<b>Document DP1</b>	Privacy Notice
<b>Topic:</b>	Data protection
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The Company refers to Time 4 Recruitment Solutions Limited, also referred to as Time 4 Recruitment. 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 this privacy statement. At all times we will comply with current data protection laws.

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## **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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities,

updating our databases, putting you forward for job opportunities, arranging payments to you 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 also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent for the processing of some sensitive personal data
- Where we have a legitimate interest to provide job seeking services
- To comply with a legal obligation that we have which includes ensuring health and safety at the workplace
- To fulfil a contractual obligation that we have with you which includes agreement to the assignment terms and conditions and ensuring payment for your services

**b. 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 as follows:

- Providing work-finding services to you, including sending your information to our clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to us passing on your CV; and
- Contacting you with information about job opportunities;
- Managing our database and keeping our work-seeker records (your details) up to date;
- Contacting you to seek your consent where we need it (for sensitive data that may be applicable to a particular job role opportunity);
- Passing work-seeker's information to debt collection agencies;
- Passing work-seekers' information to the relevant authorities to prevent fraud, a criminal act or a security threat.

**c. Statutory/contractual requirement**

The Company has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

**d. Recipient/s of data**

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

- Clients that we introduce or supply individuals to (generally within the construction, catering, industrial and commercial sectors);
- Former employers whom we may seek references from;
- The Recruitment and Employment Confederation;
- Payroll service providers who manage our payroll on our and your behalf;
- Any umbrella companies that you pass your data to for the purpose of a contract and payment;
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
- Any other third parties who carry out audits to ensure that we run your business correctly or line with our contractual duties – these may be clients, trade bodies such as Constructionline, SMAS or Builder's Profile or master/neutral vendor bodies who recruit on behalf of our clients

- Our insurers;
- Our legal advisers;
- Social networks ;
- Our IT and CRM providers;
- Any public information sources and third party organisations that we may use to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS), DVLA, credit reference agencies,
- 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 other organisations you may ask us to share their data with.

## 2. Collection of data from a third party

- a. **Categories of data:** The Company may collect the following personal data on you from another data source:

Personal data which could include:

- Name, address, mobile no., email
- Skills
- Qualifications

- b. **Source of the personal data:** The Company may have sourced your personal data/ sensitive personal data from a publicly accessible source such as

- Job boards including CV Library, Totaljobs, Indeed,
- Social media such as Linked In

We will inform you no longer than one month after collecting your data which data we have collected and the source of the data.

## 3. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

For example 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 sensitive personal data we will do so in line with our Retention Policy which is available by contacting Grant Lillywhite, Managing Director, Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH [grant.lillywhite@t4recruitment.com](mailto:grant.lillywhite@t4recruitment.com). 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 sensitive personal data.

## 4. 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 sensitive personal data you have the right to withdraw that consent at any time by contacting Grant Lillywhite, Managing Director, Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH [grant.lillywhite@t4recruitment.com](mailto:grant.lillywhite@t4recruitment.com)

There may be circumstances where the Company will still need to process your data for legal or official reasons. 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 reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

## **5. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Grant Lillywhite, Managing Director, Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH [grant.lillywhite@t4recruitment.com](mailto:grant.lillywhite@t4recruitment.com)

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.

## **6. Cookies**

We may obtain data about you from cookies. These 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. Cookies also enable us to deliver more personalised content.

Most web browsers allow some control of most cookies through the browser settings. Please note that in a few cases some of our website features may not function if you remove cookies from your browser. To find out more about cookies, please refer to our Website Policy which is available upon request to: Grant Lillywhite, Managing Director, Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH [grant.lillywhite@t4recruitment.com](mailto:grant.lillywhite@t4recruitment.com)

## **7. Log Files**

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## **8. Links to external websites**

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

## **9. Sale of business**

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## **10. Data Security**

The Company takes every precaution to protect our users' information which includes firewalls, limited access control, integrated platform, user authentication, asset management and use of password protection. Our Information Security Management System operates within the principles of ISO2001.

Only employees who need the information to perform a specific job (for example, consultants, support staff or HR) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others we recommend that you do not select the "remember my details" function when that option is offered.

If you have any questions about the security at our website, you can contact: Grant Lillywhite, Managing Director, Time 4 Recruitment Solutions, 167 Broadway, Cardiff CF24 1QH [grant.lillywhite@t4recruitment.com](mailto:grant.lillywhite@t4recruitment.com)

## **11.Changes to this privacy statement**

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

## **12.Complaints or queries**

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