

## **PRIVACY NOTICE**

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by IT Connections Limited.

IT Connections Limited of Bedford Heights, Brickhill Drive, Bedford, MK41 7NX is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) will come into force, which will change the law.

### **Who we are and what we do**

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). We collect the personal data of the following types of people to allow us to undertake our business;

- Prospective and placed candidates for permanent or temporary roles;
- Prospective and live client contacts;
- Supplier contacts to support our services;
- Employees, consultants, temporary workers;
- Contracting

We collect information about you to carry out our core business.

### **The information you give to us or we may collect about you**

This is information about you that you give us by filling in forms on our site [www.itconnections.co.uk](http://www.itconnections.co.uk) (our site) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site or to enter our database,

The information about you we may collect, hold and process is set out below:

(A) Information collected and processed for finding you a suitable role is as follows:

Your name \*

Your address \*

Your email address \*

Your telephone number \*

CV/work history \*

Job preferences including role, geographical areas and salary \*

Any other work related information you provide, for example, education or training certificates \*

(B) Information in respect to individuals that have worked for us previously or may work for us is as follows:

Passport

In some cases, permits and visas

DOB

National insurance number

Full details of job offers and placements

Outcome of criminal record checks and security clearance for certain roles

In certain cases, medical information

References

Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)

A log of our communications with you by email and telephone

This information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency. In the case of references, these will be from your previous employer. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.

### **Information we obtain from other sources**

This is information we obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card, personal recommendations, and any relevant social media sites. In this case we will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source the personal data originates from and whether it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

### **How we use the information**

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work whether on a temporary or permanent basis based on your requirements as set out below.

#### **Examples of how the information under A above may be used as follows:**

To match your skill sets with job vacancies to assist in finding you the positions that most suit you

To put forward your details to our clients and prospective employers for you to be considered for vacancies

To place you with our clients and prospective employers

To keep you informed of available opportunities as they arise

To keep you informed of the services offered by us

#### **Examples of how the information under B above may be used as follows:**

To establish that you have the right to work

To undertake relevant security and criminal record checks as required by our clients and

prospective employers and as permitted by law

To deal with any medical and health and safety issues relating to certain positions

To put in place contractual arrangements and documentation once a role has been secured

To pay you if placed in a contract

### **How we hold the information**

All the personal data we have is stored on our databases in the UK.

### **Disclosure of your information**

Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed. Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre engagement checks for the role or for paying you.

### **What is the legal basis for processing the information?**

We use information held about you in the following ways:

To carry out our obligations arising from any contracts we intend to enter into or have entered into between you and us and to provide you with the information, products and services that you request from us or we think will be of interest to you because it is relevant to your career or to your organisation.

We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce you to a client (if you are a candidate).

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the recruitment process.

Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.

Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.

Once a position has been found for you, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

### **Disclosure of your information inside and outside of the EEA**

**We will share your personal information with:**

#### **Selected third parties including:**

- Clients for the purpose of introducing candidates to them ;
- Candidates for the purpose of arranging interviews and engagements;
- Clients, business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract we enter into with them or you;
- Other Recruitment partners/agencies that we have associations with.

### **The GDPR provides you with the following rights. To:**

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party in certain formats, if practicable.
- **Make a complaint** if you have a concern about the way we are collecting or using your personal data you should raise your concern with us in the first instance (our Director of Compliance & Assurance [amdrew.akhurst@itconnections.co.uk](mailto:amdrew.akhurst@itconnections.co.uk)) or to a supervisory body which in the United Kingdom is the

Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>

- You currently have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email [andrew.akhurst@itconnections.co.uk](mailto:andrew.akhurst@itconnections.co.uk)

In addition to this right of access, when the GDPR comes into force, you will also have the following rights: erasure, restriction of processing, objection and data portability. We will update you further in connection with these rights when they come into force.

### **Retention of your data**

Your data will be retained for no longer than is necessary.

### **Withdrawal of consent**

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing [gdprwithdrawalconsent@itconnections.co.uk](mailto:gdprwithdrawalconsent@itconnections.co.uk).

### **Concerns**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance

### **Contact**

Please address any questions, comments and requests regarding our data processing practices to Andrew Akhurst, Director of Compliance and Assurance [andrew.akhurst@itconnections.co.uk](mailto:andrew.akhurst@itconnections.co.uk).

### **Changes to the Privacy Notice**

This Privacy Notice may be changed by us at any time.