

## CLIENT PRIVACY NOTICE

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This privacy notice explains how Signature Recruitment Ltd will collect and process your personal data for the purpose of providing to you our recruitment services, Signature Service Programme and marketing information. Your privacy is important to us and we aim to be transparent and concise about the processing and protection of your data and our legal basis for doing so. Signature Recruitment Ltd complies with the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR).

GDPR policies and procedures will not affect our commercial relationship or any other terms of the contract we have in place with you. Our contract or arrangement shall continue in full force and effect.

### **Data you provide to us:**

The data we collect about Clients is actually very limited and is either provided directly to us or acquired through public domain. To have a record with us we only need to have your name, telephone number, email address or the details of individual contacts at your organisation. We also hold information relating to your engagement which we use to ensure that our processes to you are relevant and timely.

The data we collect may include information that you or someone else has chosen to tell us, data that has been generated or inferred from the use of our services. If we need any additional personal data for any reason, we will let you know. To the extent that you access our website, we will also collect certain data from you.

The processing of this data will enable our business to business relationship to run smoothly.

### **How we process data?**

In order to provide to you our recruitment services, Signature Service Programme and marketing information, we will process your personal and organisation's data as part of our business to business relationship under the legal basis of legitimate interest. We retain this data for as long as is needed to provide you with the above services.

In addition, we will also keep records in line with the following legislation:

- ✳ Conduct of Employment Agencies and Employment Businesses Regulations 2003
- ✳ HMRC retention requirements

Your data will be shared with the following third-party suppliers:

- ✳ Payroll and invoicing suppliers to enable us to pay workers and invoice you as our Client
- ✳ Signature Service Programme Platform Provider

### **What data will you receive as part of the recruitment process?**

In receiving services from Signature Recruitment, we will share personal and special category data with you in order to recruit for open roles successfully. The data shared will be applicable to the nature of the work, organisation and environment we are recruiting for.

Once you have received personal or special category data from Signature Recruitment, any processing of this data by your organisation must be GDPR compliant. From time to time we may receive a request for deletion of data that has been shared with you, we will notify you when this occurs.

## **What rights do you have with regards to how your data is processed?**

You have the following rights with regards to your data:

- ✳ Right to object to us processing your data
- ✳ Right to access your data and any associated information
- ✳ Right to have your personal data rectified where it is inaccurate or incomplete
- ✳ Right to restrict the processing of your data
- ✳ Right to be forgotten where our purpose for processing your data no longer exists (unless we have a legal obligation to retain certain records for set periods)
- ✳ In some instances you have the right to receive the personal data you have provided to us in a commonly used format to share with other companies

If you need to exercise any of the above rights please send an email to:

[mydata@signaturerecruitment.co.uk](mailto:mydata@signaturerecruitment.co.uk)

You also have a right to lodge a complaint with the UK's supervisory body, the Information Commissioner's Office (ICO).

It is important to point out that we may amend this Privacy Notice from time to time.

Please visit our website if you want to stay up to date, as all changes will be posted there:

<http://www.signaturerecruitment.co.uk/signature-policies/>