

CANDIDATE PRIVACY NOTICE

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

How did you get my personal data?

We have your personal data either because you have:

- ✱ Applied for a job that we have advertised on our website www.signaturerecruitment.co.uk; (CVs will be retained on the website for up to 2 years) or
- ✱ Applied for a job through a public job board e.g. Reed, Indeed, CV Library; or
- ✱ Made your CV publicly available to us on a job board; or
- ✱ Sent your CV directly to us

The personal data we collect may come from the following sources:

- ✱ Your CV
- ✱ Information you add via our registration portal
- ✱ Compliance information from you such as documents that are required specific to individual job applications
- ✱ Submitted by you via email to us once a placement has been confirmed
- ✱ Additional information provided by you during conversations regarding your job search
- ✱ Extra information that you, your referees or our clients may tell us about you, or that we find from other third-party sources such as job sites

There may be specific requirements from our clients for additional pieces of personal data that we will notify you about if this arises. Please note that the above list of types of personal data is not exhaustive.

Our purpose for processing your data is to contact you when roles we believe are relevant to you become available; our legal basis for processing your data is that we have a legitimate interest as a work finding agency in representing you as someone we believe is looking for work.

We plan to retain your CV for a minimum of 2 years from the date when your CV became available to us or from your last engagement with us (by engagement we mean a telephone call or email received from you), after which we will automatically delete your data.

How will you process my data once I have registered with you?

When you register with us, our purpose for processing your data is to make applications on your behalf when relevant roles become available; our legal basis for processing your data is a legitimate interest as a work finding agency representing you as someone who is looking for work.

We will ask you for information regarding health conditions; the data will be processed if it is applicable to the nature of the work, organisation and environment we are recruiting for. This processing is necessary to protect your rights and provide the correct safeguards in any future employment for you* This, alongside our legal obligation under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 is our legal basis for processing such data.

*Article 9, clause 2b - GDPR

We may use AI-assisted technologies to format and standardise CVs, and where appropriate we endeavour to remove personal identifying details before information is analysed by those systems.

We plan to retain your CV and the personal information you have provided for a minimum of 2 years from the date that you registered with us or from your last engagement with us (by engagement we mean a telephone call or email from you), after which we will automatically delete your data. We understand that finding the right role sometimes can take this long but that if we were to hold your data for longer, your career will have moved on and the information we have will likely be out of date.

Your name and email address will be shared with our review platform provider to enable us to send you Signature Service Programme reviews.

You will be given options for your preferences for receiving other communications from us such as newsletters and information regarding seminars and events.

How will you process my data once you have found me a permanent position?

If we place you in a permanent position, in order to provide you with ongoing support, we plan to retain your CV for a minimum of 2 years from the start date of your new job or from your last engagement with us (by engagement we mean a telephone call or email from you); our legal basis for processing your data in this way is a legitimate interest in supporting your career.

If we place you in a permanent position, we have a legal obligation to retain certain records because of the following:

- ✱ Conduct of Employment Agencies and Employment Businesses Regulations 2003 requires us to retain your details for 12 months from the end date of your permanent assignment
- ✱ HMRC requires us to retain records for 6 years following the end of the financial period following the one in which your placement started

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

- ✱ Invoicing supplier to enable us to invoice our clients
- ✱ Specialist archiving storage facility

How will you process my data when I have been in a temporary assignment?

If we place you in a temporary assignment, we have a legal obligation to retain certain records because of the following:

- ✱ Conduct of Employment Agencies and Employment Businesses Regulations 2003 requires us to retain your details for 12 months from the end date of your temporary assignment
- ✱ HMRC requires us to retain records for 6 years following the end of the pay period following the one in which your assignment ended
- ✱ Pensions Act 2008 requires us to retain your pension record for 6 years from your pension scheme join date

To continue to provide you with work finding services we plan to retain your CV for a minimum of 2 years from the end date of your assignment, or from your last engagement with us (by engagement we mean a telephone call or email from you); our legal basis for processing your data in this way is a legitimate interest in assisting you with your ongoing employment search.

If we collect and hold your bank details and National Insurance number, it is in order to pay you; our legal basis for this processing is to fulfil our contract with you.

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

- ✱ Payroll and invoicing suppliers to enable us to pay you and invoice our clients
- ✱ Pension scheme provider to enable us to auto enrol you to our pension scheme
- ✱ Specialist archiving storage facility

What rights do I have with regards to how my data is processed?

You have the following rights with regards to your data:

- ✱ Right to be informed about the personal data that we process
- ✱ Right to withdraw consent, where consent is the legal basis for processing
- ✱ 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)
- ✱ Right to receive the personal data you have provided to us in a commonly used format to share with other companies
- ✱ Rights in relation to automated decision making and profiling
- ✱ Right to object to your personal data being processed for AI-assisted CV formatting and standardisation

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

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:

<https://www.signaturerecruitment.co.uk/wp-content/uploads/2020/09/Candidate-Privacy-Notice-London.pdf>