

## Privacy Notice

Corepeople Recruitment Ltd is a recruitment business which provides work-finding services to its clients and work-seekers. Corepeople must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Corepeople acts as a data controller.

You may give your personal details to us 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 or LinkedIn. We 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

#### a. Purpose of processing and legal basis

Corepeople 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:

- Where we have a legitimate interest
- To comply with a legal obligation we have
- To fulfil a contractual obligation that we have with you
- For all sensitive data we collect, your consent will be obtained.

#### b. Categories of data

The personal data we have collected on you may include:

Personal data:

- Contact details, which include name, address, email address and telephone number/s
- Any and all information that you have provided on your CV
- Job preferences including role, salary and geographical areas
- Any other work related information such as qualifications and references

Sensitive personal data:

- Criminal conviction
- Health/Medical information

#### c. Legitimate interest

This is where Corepeople 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 we have relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Administration and *processing* of work-seekers' *personal data* for the purposes of providing work-finding services, including *processing* using software solution providers and back office support;

- Administration and *processing* of clients' *personal data* for the purposes of supplying/introducing work-seekers;
- Managing our database and keeping work-seeker records up to date;
- Administration and *processing* of individuals' *personal data* for the purposes of providing training services.

#### **d. Recipient/s of data**

Corepeople may process your personal data and/or sensitive personal data with the following recipients:

- Prospective Employers / Hirers – our clients
- Previous / Current Employers
- Government, law enforcement agencies and other regulators e.g. the Police, Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI)
- Payment Intermediaries such as umbrella companies
- Pension Provider(s)
- Our Legal advisors
- Any intermediary companies used by our clients as part of their recruitment process e.g. other Recruitment Agencies and Recruitment Process Outsourcing providers;
- Any public information sources and third party organisations that we may use from time to time to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS), DVLA

For any data deemed sensitive, explicit consent will be sought before sharing.

#### **e. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- Unable to provide work finding services
- Unable to process remuneration

## **2. Overseas Transfers**

Corepeople will not transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

## **3. Data Retention**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

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 Corepeople has obtained your consent to process your sensitive personal data, we will do so in line with our retention policy, if you would like a copy of this policy please request one by emailing

[compliance@corepeople.com](mailto:compliance@corepeople.com). Upon expiry of that period we will seek further consent from you. Where consent is not granted we 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 we process on you;
- The right of access to the personal data we process 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 Corepeople processing your sensitive personal data you have the right to withdraw that consent at any time by contacting us on [compliance@corepeople.com](mailto:compliance@corepeople.com) to request a consent withdrawal form.

There may be circumstances where we 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 Corepeople 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. Source of the Personal Data

Corepeople may have sourced your personal data/sensitive personal data by the following means:

- LinkedIn
- Online CV Databases which you have uploaded your CV to
- Recommendations/Referrals
- Other Recruitment Agencies, where we are acting as Master Vendor for our clients

This information may have come from a publicly accessible source.

#### 6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact [compliance@corepeople.com](mailto:compliance@corepeople.com) or Corepeople Recruitment Ltd, Allergate House, Belmont Business Park, Durham, DH1 1TW (0191 374 1772) for the attention of the Data Protection Officer, Mark Lightfoot.

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.