

Privacy Policy

Kate John Associates Limited ('the Company', company registration number 9521916) is a recruitment business which provides work-placement services to its clients and work-seekers. The Company must process personal data (which includes 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 an external 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 the terms of the following declaration.

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 your information 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 ensuring we comply with any laws that apply to us. We may also use your information during the course of internal audits, to demonstrate our compliance with industry standards.

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

- Your consent
- Where we have a legitimate interest
- To comply with any legal obligations that we have
- To fulfil the contractual obligation that we have with you

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 are as follows:

- Managing the company database and keeping work-seeker records up to date;
- Contacting you to seek your consent where the company needs it;

- 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 you to pass on your CV;
- Passing work-seeker's information to debt collection agencies.

C. 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
- Candidates' former or prospective new employers that we obtain or provide references to
 - The Recruitment and Employment Confederation
 - Payroll and timesheets service providers who manage our payroll on our behalf for our temporary workers
 - Any Umbrella companies that we pass candidate data to
 - Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
 - Our insurers and legal advisers
 - Our IT and CRM providers
 - 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), Disclosure of Scotland (DoS)
 - 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 an individual asks us to share their data with.
- Overseas Transfers
 - The Company will not transfer your personal data to countries outside the European Economic Area ('EEA'). The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

D. 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:

- Failure to provide the required data may result in us not being able to introduce you to a client, find you employment and potentially having to remove you from our database.

2. 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.

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 personal and sensitive personal data, we will do so in line with our retention policy (see our Registration Schedule). Where consent is not granted the Company will cease to process your personal and sensitive data.

3. 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 personal data and sensitive personal data, you have the right to withdraw that consent at any time by contacting Kate John, Director & Data Protection Officer for Kate John Associates Limited on kate@katejohnassociates.co.uk

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.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact:

Kate John | Director & Data Protection Officer

kate@katejohnassociates.co.uk

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.