



Recruitment Drive

(A Trading Division of Pineset Capital Limited)

www.recruitment-drive.co.uk

GDPR: DEFINITION AND YOUR LEGAL RIGHTS

Under EU law, any data that can be used to identify people is considered personal data. It doesn't matter whether you are an EU citizen or not. You own all data that is collected about you within the European Union. You have the legal right to inspect any stored data concerning your person, the right to demand correction or deletion, and the right to withdraw your consent for its further use.

EU Privacy law has been harmonised in the General Data Protection Regulation (GDPR). This guideline lists the **minimal** requirements for privacy. GDPR came into effect on 25 May 2018.

You can contact us on the e-mail address admin@recruitment-drive.co.uk when you want to exercise your rights. We shall look to action such requests within a 30 day window. In the case of requested deletion of personally identifiable data, we shall shred and delete as legally obligated which will remove your entire hard-copy file from our stored records.

WHAT WE COLLECT AND WHY

When you use register with us, you will be sharing personal data with us. We will have photocopies of your Right-to-Work documentation, such as your Passport/Birth Certificate and supporting documentation, National Insurance Number, contact telephone numbers, proof of your address, your email address, date of birth and your Medical and previous Employment history. Date-of-birth data is used purely to ensure Workers are over the age of 18 for insurance purposes.

We don't use the data or documentation that you submit to us for anything else other than compliance with our Legal obligations, such as to provide us with a statutory defence for (Auditing purposes) and to protect our Clients against a potential charge of illegal working **or** to facilitate payment to you for Payroll purposes for work you have carried out. Data will only be shared in fully-encrypted transmissions with Third parties **where absolutely necessary** (i.e. Our Payroll Company) or with Client's who specifically need and have directly requested such information for the purposes of their Legal responsibilities with regards to Driving Licence verification. **ALL** files are permanently kept in locked, metal filing cabinets or behind locked doors. We will **NOT** under any circumstances sell it to third parties at any time, either now or at any point in the future.

We realise that everything that is connected to the internet, or is which is being stored in a secure storage location has the potential (despite determined best efforts of prevention) to be accessed by un-authorized parties, Hackers or Criminals. We take our Duty of Care to you, to protect your valuable personal data or documentation extremely seriously. **If** (in the unlikely event) our data is compromised, we will immediately notify via email, those affected by the breach as soon as we can and we will inform the relevant supervisory authority within 72 hours of becoming aware of **any** such breach where feasible, in line with GDPR legislation. If any of our Clients, Candidates, Suppliers or **any** Third Parties who are relevant to us, have any queries or concerns with regards to our Privacy Policy and require further clarification then please do not hesitate to contact us.