

## Privacy Statement

### Who We Are

Admiral Recruitment (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Admiral Recruitment's registered office is at 20 Cousin Lane, London EC4R 3TE and we are a company registered in England and Wales under company number 03097389. We are registered on the Information Commissioner's Office Register; registration number Z6336108 and act as the data controller when processing your data. Our designated Data Protection Officer is Nick Dixon, who can be contacted at 20 Cousin Lane, London EC4R 3TE.

### Information That We Collect

**Admiral Recruitment** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

#### ***The personal data that we collect from is: -***

- Name (inc. previous)
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Reference checks (both personal and work)
- Photographs (if applicable)
- Qualifications / Training
- Travel history
- Relationship status
- Employment history
- Address history
- Criminal record history
- Special Category Data (*i.e. health/medical information, details about religion, sexuality etc*)

#### ***We collect information in the below ways: -***

- Application form
- Employment CVs
- One to one interview (face to face or telephone)
- Email

- Text
- Follow up with clients
- Colleagues

### **How We Use Your Personal Data**

Admiral Recruitment takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below: -

- We share your personal data with clients (for example via CVs, or application details) in order to fulfil our role as an agency and provide a service to you
- We collect and store your personal data in the performance of a contract or to provide a service to you and assist you in your job searches and ensure that we are able to contact you
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- We have a legal obligation to share your personal data with our DBS company (List 99) who provide us with financial background checks prior to you commencing employment with us
- We will occasionally send you job information where we have assessed that it is beneficial to you as a candidate and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

### **Your Rights**

You have the right to access any personal information that Admiral Recruitment processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Admiral Recruitment uses third-parties to provide services and business functions including payroll provision, CRM system, confidential waste, IT support and telephone providers. All processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures. Individual providers are available upon request.

## **Safeguarding Measures**

Admiral Recruitment takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: - SSL Encryption, TLS Encryption, Restricted access to secure data, 2 Factor Authentication, Multi Layer Firewalls, Multi Anti Virus and Anti-Malware Protection, and password protection of database systems.

## **Transfers Outside the EU**

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. **Admiral Recruitment** does not transfer or store any personal data outside the EU.

## **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to Admiral Recruitment, however, as this information is required for us to provide you with our services we will not be able to offer all of our services without it.

## **Legitimate Interests**

As noted in the '*How We Use Your Personal Data*' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have carried out a thorough Legitimate Interests' Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

We use the legitimate interests' legal basis for processing your personal data which is collected via CVs and through starter information in the interests of providing our service. Our service to place candidates into work and supply clients with suitable employees. We are unable to conduct our business activity and fulfil our aims without this data.

## **How Long We Keep Your Data**

Admiral Recruitment only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details, Payroll Information*) for a minimum of 7 years after which time it will be destroyed. We will also keep all other applicant information including CVs on file for 36 months after last contact in order that we may be able to assist with candidates being placed into work, after this they will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise or withdraw your consent.

### **Lodging A Complaint**

**Admiral Recruitment** only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

#### **Admiral Recruitment**

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### **Cookie Notice**

A '**cookie**' is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.