



**Automation Experts Limited**

**Privacy Notice (When personal data is obtained directly from the data subject)**

**May 2018**

**Version 2.0**

**Data Protection Officer (DPO)**

**Sharon Hill, Managing Director**

**DPO Contact**

**[Sharon.hill@automationexperts.co.uk](mailto:Sharon.hill@automationexperts.co.uk) / 01902212000**

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The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including 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 a job 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 statement.

**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 you forward for job opportunities, 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:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a 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 is/are as follows:

- We will retain your data in order to supply you with relevant job opportunities in your specialist field

**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 you to work
- Your former or prospective new employers that we obtain or provide references to
- The Recruitment and Employment Confederation (REC) who are a trade body we are a member of who may have access to your data
- New Millennia Payroll Services who manage our contractor payroll
- On occasion, other recruitment agencies in the supply chain if Automation Experts Limited are acting as a second tier supplier
- Netmetix who provide all IT services
- MatchMaker Software Limited who provide and manage our CRM system

**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.

Employment Agency Regulations oblige us to obtain certain information from clients and applicants along with confirming suitability from both parties before an applicant is shortlisted for interview.

In the case of work seekers we must have;

- A CV including details of education, professional qualifications, training, skills and work experience which are required by law or professional body
- An assurance that you can provide documentary proof of your identity, your academic achievements and professional qualifications and the right to work in the UK.
- At interview stage we will need copies of documents confirming your identity, right to work and confirming any qualifications which are relevant to the application.

Information supplied by you in support of applications for vacancies or contract assignments is assumed to be accurate and true. Anything which is found on investigation to be untrue may make you in the hirer's opinion, unsuitable for the job and we are obliged by law to bring such matters to the hirer's attention. If information is received that you are unsuitable for a vacancy, we will inform you immediately, although for legal reasons we are required to inform our client of such information, even if this is after you have been hired.

We will not introduce you to a client if we consider for Health & Safety or any other reason that it is not in the best interest of the client or you to do so.

## **2. Overseas Transfers**

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. 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 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 data, we will do so in line with our retention policy. Details of which can be found in the Workseekers Terms. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your 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 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.

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Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting Sharon Hill the Data Protection Officer. She can be reached at [Sharon.hill@automationexperts.co.uk](mailto:Sharon.hill@automationexperts.co.uk) or 01902212000. In Sharon's absence, you may contact Sarah Clarke Recruitment Manager. She can be reached at [sarah.clarke@automationexperts.co.uk](mailto:sarah.clarke@automationexperts.co.uk) or 01902212000. On the occasion both Sharon & Sarah are out of the business, you may contact Sally Fisher Accounts Manager. She can be reached at [sally.fisher@automationexperts.co.uk](mailto:sally.fisher@automationexperts.co.uk) or 01902212000.

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.**

### 5. Automated decision-making

Automation Experts Limited does not carry out automated decision making for any recruitment process.

### 6. Complaints or queries

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

*Sharon Hill, Managing Director and Data Protection Officer*

[Sharon.hill@automationexperts.co.uk](mailto:Sharon.hill@automationexperts.co.uk) 01902212000

*In Sharon's absence, contact Sarah Clarke Recruitment Manager*

[Sarah.clarke@automationexperts.co.uk](mailto:Sarah.clarke@automationexperts.co.uk) 01902212000

*On the occasion Sharon and Sarah are away from the business, contact Sally Fisher Accounts Manager*

[Sally.fisher@automationexperts.co.uk](mailto:Sally.fisher@automationexperts.co.uk) 01902212000

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.

**Annex A**

**a) The lawfulness of *processing* conditions for *personal data* are:**

1. *Consent* of the individual for one or more specific purposes.
2. *Processing* is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.
3. *Processing* is necessary for compliance with a legal obligation that the controller is subject to.
4. *Processing* is necessary to protect the vital interests of the individual or another person.
5. *Processing* is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the *data controller*.
6. *Processing* is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the individual which require protection of *personal data*, in particular where the individual is a child.

**b) The lawfulness of *processing* conditions for *sensitive personal data* are:**

1. Explicit *consent* of the individual for one or more specified purposes, unless reliance on *consent* is prohibited by EU or Member State law.
2. *Processing* is necessary for carrying out data controller's obligations under employment, social security or social protection law, or a collective agreement, providing for appropriate safeguards for the fundamental rights and interests of the individual.
3. *Processing* is necessary to protect the vital interests of the individual or another individual where the individual is physically or legally incapable of giving *consent*.
4. In the course of its legitimate activities, *processing* is carried out with appropriate safeguards by a foundation, association or any other not-for-profit body, with a political, philosophical, religious or trade union aim and on condition that the *processing* relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without the *consent* of the individual.
5. *Processing* relates to *personal data* which are manifestly made public by the individual.
6. *Processing* is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
7. *Processing* is necessary for reasons of substantial public interest on the basis of EU or Member State law which shall be proportionate to the aim pursued, respects the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and interests of the individual.
8. *Processing* is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional and subject to the necessary conditions and safeguards.
9. *Processing* is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare and of medicinal products or medical devices, on the basis of EU or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the individual, in particular professional secrecy.
10. *Processing* is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard fundamental rights and interests of the individual.