

Purpose

This privacy policy sets out how Platform Resourcing Limited (**company number 10707274**) uses and protects any information that you provide when using our website www.platformresourcing.co.uk or any of our products and services.

Platform Resourcing Limited is committed to protecting your personal information in accordance with the Data Protection Act 1998 and the forthcoming EU General Data Protection Regulation (GDPR).

What we collect

Platform Resourcing Limited may collect your personal and sensitive personal data such as your name, address, date of birth, contact details, e-mail address and sensitive personal information obtained from your CV such as criminal convictions and ethnic origin.

By law as a recruitment/employment agency we have an obligation to collect such information in order for us to be compliant with the law on preventing illegal **working** is set out in sections 15 to 25 of the Immigration, Asylum and Nationality **Act 2006** (the **2006 Act**) and sections 24 and 24B of the Immigration **Act 1971**.

What we use your information for

We will use the data you have supplied to help you obtain the best service for you.

We also require this information to understand your needs and provide you with a better service, and in particular for the following reasons: -

- Internal record-keeping.
- We may use the information to improve our services to you.
- To contact you via email, SMS or phone, about vacancies that we believe you may be interested in.
- Maintain our business relationship, where you are a user of our website as a client or candidate.
- To assess data about you against vacancies which we believe may be suitable for you.
- To send your information to clients for potential jobs or to assess suitability for the role. We will obtain verbal consent before presenting your details to a client.
- To enable you to submit your CV for general applications, to apply for specific roles or to subscribe to our job alerts which we believe may be of interest to you.
- Where you have consented, we will directly market products and services, and advice you of any updates to our services. Where we do so you will be able to unsubscribe at any time from receiving any further communications from us.
- We may periodically send promotional emails about new services, specials or other information (which we think you may find interesting) using the email address which you have provided).
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.
- To fulfil contractual obligations with our clients.
- To third parties where we have retained them to provide services that we, you or our client have requested including references, qualifications and criminal references checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills test. These third parties comply with similar undertakings of privacy and confidentiality as Platform Resourcing Limited.
- To trusted third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems and research. If working on a temporary basis we will be required to share your details with our payroll provider and the pension regulator. These third parties comply with similar undertakings of privacy and confidentiality as Platform Resourcing Limited. For a comprehensive list of these potential third parties then please request by writing to the details at the bottom of this email.
- The personal and sensitive personal information you provide us may be sent to clients and third parties located outside the European Economic Area (EEA). When we transfer your personal

information outside the EEA we will take reasonable steps with the aim of ensuring that your privacy rights continue to be protected.

- We may also release your personal information to regulatory or law enforcement agencies, if they require us to do so by law.

What we will not use your information for:

We understand that personal data breaches are uncommon, however to reduce such breaches we will not share your information with any third-party organisations outside of the specified list below.

- To third parties where we have retained them to provide services that we, you or our client have requested including references, qualifications and criminal references checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills test. These third parties comply with similar undertakings of privacy and confidentiality as Platform Resourcing Limited.

Information in relation to your work history, education history, qualifications and skill set along with your name, location (town) and current job title will be used when being submitted for certain vacancies. This is an essential part of the shortlisting process, and without such information your suitability can not be verified; however name, location and current job title can be removed on the request of you the candidate.

How long do we keep your information for?

We will only retain your data for as long as there is either a statutory requirement for us to do so or to be able to provide a service to you. This will usually require us to retain your personal data after any business relationship has ended for accounts and records purposes and to deal with any account support questions.

How we use Cookies

Many websites place cookies whenever a user visits their sites, in order to track traffic flows. Cookies are text files, which identify your computer to the server. Platform Resourcing Limited may use cookies from time to time only to make your web experience better. Should you require any additional information on our cookies policy this can found on our website: www.platformresourcing.co.uk/policies

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. We undertake regular vulnerability scans of our website and services to ensure your data is safe.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Your rights to your information

- You can object or withdraw your consent to the use of your personal information at any time. This may affect the services we are able to supply you.
- Where Platform Resourcing Limited is the data controller you are entitled to the following subject to some legal exemptions: -
- Request a copy of the personal information of which you are the data subject
- to have any inaccuracies corrected
- to have your personal data erased
- to place restrictions on us processing your data
- to object to processing
- to request your data to be ported (data portability)
- For more information on your rights please visit the ICO website <https://ico.org.uk/>
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.
- You may request details of personal information which we hold about you under the Data Protection Act 1998 and the forthcoming General Data Protection Regulation (GDPR)
- If you would like a copy please submit your request in writing to: -



General Data Protection Regulations

Doc No: PRL0002

Author: David Rowlands

David Rowlands
Platform Resourcing Limited
19-20 Gold Tops
Newport
NP20 4PH

Statement

Platform Resourcing Limited are committed to the protection of your data, at the point of registration the data subject (Candidate) will be advised of how your data is being used and will be given information in respect of the resources available for you to access if you so wish to do so. You will be asked to sign a declaration to confirm you understand that you have the following rights:

Data subjects have EIGHT rights under the GDPR

- The right to be notified
- The right to have access
- The right to correction
- The right to be deleted
- The right to restriction of processing
- The right to data portability
- The right to object
- The right to human decisions when machine decisions are made

This is not consent to share information, just is deemed acceptance of all information has been provided.