

## **Think Staffing Candidate Privacy Information Notice**

### **Who are we and what do we do?**

Think Staffing is a Recruitment Agency with the sole purpose of introducing Job Seekers to Employers who have situations vacant and are hiring staff on a Permanent or Contract basis.

Our service to Job Seekers is free of charge and there is no formal contract between us.

### **What information will we collect and why?**

We only collect information that is provided by you directly when you sent us your CV, or when you posted your CV on a Job Board such as Reed or Monster. Think Staffing relies on a legitimate interest to process your personal data. Our legitimate interest is to provide Job Seekers (Candidates) to Clients to fulfill a contract or permanent vacancy with that Client.

We will normally collect your name, address and contact information, along with your CV; which contains your skills and work experience information and other relevant information as supplied by you.

When sending your CV to Think Staffing (or posting it on a CV Board) you imply consent for Think Staffing to use the information supplied by you for the purpose of considering your suitability for a vacancy.

If you have been or are planning to attend a job interview arranged by Think Staffing, we will ask or will have asked you to complete a Registration Form. This must be completed by you, either electronically or in paper format, if you were not able to complete the electronic version for any reason.

We may ask you for a copy of the photo page of your Passport, or Birth Certificate and possibly copies of other relevant documentation like a Driving Licence or Visa. We require this additional personal data to comply with statutory obligations such as Date of Birth (for Minimum/Living Wage Regulations), relevant disabilities (for Health and Safety and suitability) and Nationality (for Right of Work in the UK).

### **What do we do with the information we have collected?**

We use your personal information for the sole purpose of keeping you informed about any situations vacant that might interest you and to establish your suitability for any vacancy.

### **What information is shared and who with?**

We do not pass your details to any third party, whatsoever, without your consent. A third party will only ever be an Employer, who has a situation vacant that you have expressed an interest in.

The information shared in the first instance will only be your CV, as provided by you, without personal information, except for your name.

If you are offered a job by one of our Clients/Employers, and you accept the job offer verbally or by email or text, with your consent, your contact details are forwarded to the prospective Employer for the purpose of them sending you an official job offer and any relevant job-related information and Contract of Employment etc.

The Employer/Client might also request a copy of your Registration Form, ID and Right to Work in the UK. They may also request any relevant Licences or Certificates and previous job reference information, which are applicable to the job offered and the individual Employer. Job offers may be subject to satisfactory references being received by the Employer.

### **How do we process the information?**

We process your information to fulfill our commitment to you. We will contact you if we have a job vacancy we believe could suit your requirements. This will generally be by email and possibly followed up with a text, requesting a telephone conversation when you are free to talk.

### **How long do we hold your information for?**

We hold electronic information for as long as a Job Seeker is looking for work or is interested in hearing about new work opportunities.

In the case of our paper Registration Form or printed copy of ID, we destroy this information by incineration after one year. Job Seekers will be requested to complete a new Registration Form if they apply for another position and are selected for an interview, if this is after the twelve month cut-off date.

### **How do I control my personal information?**

You can control your personal information in a number of ways. You can contact us anytime asking to amend, correct or update your information in any way. Please call Jan on 01242 869021 or email [jan@thinkstaffing.co.uk](mailto:jan@thinkstaffing.co.uk). You may also request to see the information we hold.

You have the right to be forgotten. You can contact us by email to ask to be removed completely from our database, [jan@thinkstaffing.co.uk](mailto:jan@thinkstaffing.co.uk). This will remove you from our database and will remove further communications.

If you have any concerns about the processing of your personal data, you can contact the ICO – The Information Commissioners Office.

### **Security**

We take every reasonable technical and organisational precaution to protect your personal information.

## **Third Party Websites**

Our website may occasionally contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## **Marketing**

We do not undertake mailshot marketing – unless it is for an important announcement like any new GDPR regulations, which we are compelled to do so. We do not send any mailshots of CV's to prospective Employers. We operate on a one to one basis.

## **Updates**

We will occasionally update this Privacy Policy. Please check for any updates.

## **Contact us immediately if....**

....you do not wish to receive information about the new positions we are recruiting for.

....you would like to send us an updated CV or inform us of new contact information etc.

For any of the above, or for any other queries, please email [jan@thinkstaffing.co.uk](mailto:jan@thinkstaffing.co.uk) or call Jan on 01252 869021.