

Client Personal Data

Introduction

Antelope Ltd is committed to data security and the fair and transparent processing of personal data. This privacy policy (Policy) sets out how we treat personal data.

Please read this Policy carefully as it contains important information on who we are, how and why we collect, store, use and share your personal data, your rights in relation to your personal data, how to contact us, and how to the authorities in the event that you would like to report a concern about the way in which we process your personal data.

Who are we?

For the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR), Antelope is the 'controller' of personal data. If you have any queries about this Policy, the way in which we process personal data, or about exercising any of your rights, you may contact us by sending an email to HRAdmin@anteloperecruitment.com

What personal data do we collect?

(A) Information collected and processed for finding you a suitable role is as follows:

Your name *

Your address *

Your email address *

Your telephone numbers *

CV/work history *

Job preferences including role, geographical areas and salary *

Any other work-related information you provide, for example, education or training certificates *

(B) Information in respect to individuals that have worked for us previously or may work for us is as follows:

Passport

In some cases, permits and visas

DOB

National Insurance number

Full details of job offers and placements

Outcome of criminal record checks and security clearance for certain roles

In certain cases, medical information

References

Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)

A log of our communications with you by email and telephone

This information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency. In the case of references, these will be from your previous employer. Medical information may be supplied by a third party such as your GP, Consultant or Occupational Health. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.

How do we use your personal data?

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work whether on a temporary or permanent basis based on your requirements as set out below.

The information under section A above may be used as follows:

To match your skill sets with job vacancies to assist in finding you the positions that most suit you

To put forward your details to our clients and prospective employers for you to be considered for vacancies

To place you with our clients and prospective employers

To keep you informed of available opportunities as they arise

To keep you informed of the services offered by us

The information under section B above may be used as follows:

To establish that you have the right to work

To undertake relevant security and criminal record checks as required by our clients and prospective employers and as permitted by law

To deal with any medical and health and safety issues relating to certain positions

To put in place contractual arrangements and documentation once a role has been secured

We may also process your personal data if required by law, including to respond to requests by government or law enforcement authorities, or for the prevention of crime or fraud.

Who do we share your personal data with?

We may share your personal data with relevant third parties, where necessary, in relation to employment opportunities, including:

- Regulatory authorities, professional bodies and potential new employers.
- We will ensure there is a contract in place with such third parties which include obligations in relation to the confidentiality, security, and lawful processing of any personal data shared with them.

We take all reasonable steps to ensure that our staff protect your personal data and are aware of their information security obligations. We limit access to your personal data to those who have a genuine business need to know it.

We may also share personal data with law enforcement or other authorities if required by applicable law.

How long will we keep your personal data?

We will retain personal data relating to your employment search to enable us to provide you with future employment opportunities for 12 months, unless you give consent to extend this period.

We will retain personal data relating to our recruitment processes/interviews etc for 12 months and after this time this information will be destroyed.

Where do we store your personal data and how is it protected?

We take reasonable steps to protect your personal data from loss or destruction. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your rights

Under the GDPR, you have various rights with respect to our use of your personal data:

Right to Access

You have the right to request a copy of the personal data that we hold about you by contacting us at the email or postal address given below. Please include with your request information that will enable us to verify your identity. We will respond within 1 month of request. Please note that there are exceptions to this right. We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person, if we are legally prevented from

disclosing such information, or if there is no basis for your request, or if it is excessive.

Right to rectification

We aim to keep your personal data accurate and complete. We encourage you to contact us using the contact details provided below to let us know if any of your personal data is not accurate or changes, so that we can keep your personal data up-to-date.

Right to erasure

You have the right to request the deletion of your personal data where, for example, the personal data are no longer necessary for the purposes for which they were collected, where you withdraw your consent to processing, where there is no overriding legitimate interest for us to continue to process your personal data, or your personal data has been unlawfully processed. If you would like to request that your personal data is erased, please contact us using the contact details provided below.

Right to object

In certain circumstances, you have the right to object to the processing of your personal data where, for example, your personal data is being processed on the basis of legitimate interests and there is no overriding legitimate interest for us to continue to process your personal data, or if your data is being processed for direct marketing purposes. If you would like to object to the processing of your personal data, please contact us using the contact details provided below.

Right to restrict processing

In certain circumstances, you have the right to request that we restrict the further processing of your personal data. This right arises where, for example, you have queried the accuracy of the personal data we hold about you and we are verifying the information, you have objected to processing based on legitimate interests and we are considering whether there are any overriding legitimate interests, or the processing is unlawful and you elect that processing is restricted rather than deleted. Please contact us using the contact details provided below.

Right to data portability

In certain circumstances, you have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format. This right arises where you have provided your personal data to us, the processing is based on consent or the performance of a contract, and processing is carried out by automated means. If you would like to request make such request, please contact us using the contact details provided below.

Please note that the GDPR sets out exceptions to these rights. If we are unable to comply with your request due to an exception we will explain this to you in our response.

Contact

If you have any queries about this Policy, the way in which Antelope processes personal data, or about exercising any of your rights, you can contact us by sending an email to HRAdmin@anteloperecruitment.com or in writing to Antelope Recruitment, 50 Broad Street, Leek. Staffordshire. ST13 5ES.

Complaints

If you believe that your data protection rights may have been breached, and we have been unable to resolve your concern, you may lodge a complaint the applicable supervisory authority or to seek a remedy through the courts. Please visit <https://ico.org.uk/concerns/> for more information on how to report a concern to the UK Information Commissioner's Office.