



Privacy Statement

Rutledge Recruitment Ltd

This statement is provided with the intention to comply with your right to be informed under the General Data Protection Regulation.

Rutledge Recruitment Ltd is committed to protecting the privacy of our candidates and clients. We will ensure that the information you submit to us via our website or through any of our offices is only used for the purposes set out in this policy.

How your personal data will be used

We may hold and process the following information:

1. **Your personal and contact details** including your name, address, telephone numbers, and email address,
2. **Particulars of your employment** including your job title, and employment history
3. **Particulars of your qualifications and skills** including references, licences, certificates and training
4. **Sensitive information** including protected characteristics under the Equality Act 2010 for Equal Opportunities Monitoring and Compliance; and details of criminal convictions

We are the controller and the processor of this information. This data has been gathered with your consent from your previous giving of this information, your receipt of Marketing communications from us and/or your purchase or interest in our services.

Your data will be used to continue to provide you with details and information relating to our services (including our Training services within Group company 'Rutledge Training Ltd'). This is done on the basis of your continued consent. Should you withdraw your consent, your data will then be retained and added to our 'Unsubscribed User' lists so that we are aware to no longer provide you with details and information relating to our services.

The information collected will be used;

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or a candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts.
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market services,
7. to fulfil contractual obligations with our clients

Why the personal data is legally required

The information we wish to gather about you is collected on the grounds of;

- part of a statutory requirement
- a contractual requirement –(To meet company contractual obligations to clients and to also respond to marketing enquiries)
- necessary to enter into the contractual arrangement.
- Legitimate business interests for processing data (to market the services offered by Rutledge)

How long we will retain your information

We will keep this data for 5 (five) years from the day the candidate leaves the agency or from the date following the conclusion of the recruitment procedure.

We will keep all payroll data for a period of 5 years from the last date the candidate worked; if employed directly with the agency.

If it becomes our intention to use your information for any other reason, we shall advise you of those intentions prior to using the information for the additional purpose(s) as well as advising you of any other details within this statement which may be affected.

Curriculum vitae ("CV")

We give you the option of submitting your CV via our website or by providing your CV to one of our consultants at branch. You can do this either to apply for a specific advertised job or for

consideration by our recruitment consultants (or internal HR Department) for positions as they become available.

Your CV will be stored in the company database, and will be accessible by our recruitment consultants and internal Human Resources Team.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Your rights

You have the right to be informed of fair processing information with a view to transparency of data. This statement is intended to fulfill that right

You have the right to access the information we hold. You should make such a request in writing to our Data Controller using the below contact information. We shall provide the data within 1 month. In exceptional cases we may extend this to 3 months. You will be notified within 1 month when we believe this to be an exceptional case requiring a longer period of compliance.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact our Data Controller using the below contact information and provide her with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

You have the right to restrict our processing of your data where you contest the accuracy of the data until the accuracy is verified. You have the right to restrict our processing of your data where you object to the processing (where it was necessary for the performance of a public

interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override your interests. You have the right to restrict our processing of your data when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your data where we no longer need the data and you require the data to establish, exercise or defend a legal claim. You will be advised when we lift a restriction on processing.

You have the right to data portability in that you may obtain and reuse your data for your own purposes across different services, from one IT environment to another in a safe and secure way, without hindrance to usability. The exact method will change from time to time. You will be informed of the mechanism that may be in place should you choose to exercise this right.

You have the right to object to the following:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

Whilst there is no anticipated automated decision making relating to the data you provide, you have rights where there is automated decision making including profiling. We may only do this where it is necessary for the entry into or performance of a contract, authorised by EU or the UK law or based on your explicit consent. Whilst it is not anticipated that this will occur, where it does, we will give you information about this processing, introduce to you simple ways for you to request human intervention or challenge a decision, and carry out regular checks to ensure that our systems are working as intended.

You have the right to withdraw your consent at any time.

Objections

At any time, you may have the right to object to the processing of your personal data where processing is conducted for legitimate business reasons/ matters in the public interest/ direct marketing/ profiling.

If you exercise this right, then unless we have compelling reasons not to, we shall cease to process your data wherever data protection laws allow.

More information

If you have any queries or you wish to speak to us about how your information will be used, then please contact our Data Controller, Catriona Reid at creid@rutledgegroup.co.uk or call (028)7035 2434

You have the right to lodge a complaint with a supervisory authority such as the Information Commissioner's Office. However, we advise that you exhaust our internal complaints procedure prior to referring the matter to any supervisory, regulatory or accrediting body. A copy of our complaints process is available from our Data Controller at the contact information above.