

Arcam Resources Limited

GDPR Privacy Policy

Who is Arcam Resources?

Arcam Resources is a recruitment agency and recruitment business as defined by the Employment Agencies and Employment Businesses Regulations 2003. We collect and process personal information to enable us to provide recruitment services to individuals seeking new and prospective job opportunities, and to organisations looking to fill existing and prospective work-opportunities.

Introduction;

The General Data Protection Regulation (GDPR) is a new legal framework within the European Union (EU) that replaces the Data Protection Regulation Act 1998, which became effective on the 25th May 2018 and sets out guidelines for the collection and processing of personal information for individuals.

It is enforced by the Information Commissioners Office (ICO) and your rights are set out within this Privacy Policy below and describes how Arcam Resources Limited collects, handles and processes the personal information that we collect from you, or you provide to us directly or through a third party. We take your privacy seriously and are dedicated to the protection and safeguarding of your data privacy rights.

To understand more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>

Controller;

We acknowledge that we control and are responsible for your personal data and have an appointed data protection officer (DPO) who takes responsibility for overseeing any questions in relation to this Privacy Policy. If you do have any questions in respect of this Privacy Policy, to include any requests to exercise your General Data Protection Regulations ("GDPR") rights, please contact our DPO using the details below.

Contact details;

Please address any questions, requests, or suggestions to;

Full name of legal entity: Arcam Resources Limited
Data Protection Officer: Robin Carton
Email address: ric@arcamresources.com
Postal Address: 66 The Maltings Business Park, Roydon Rd, Hertfordshire, SG12 8UU

What information you give to us, or we may collect about you?

Our aim as a business is to provide recruitment services to you, and we will only collect and process your personal data as far as is necessary to enable us to facilitate this process.

- ✓ The personal data that we may collect can include; your name, address, telephone numbers, email address, your company details and CV.

Dependent on the advancement of your job-application process, our obligation to our clients, or for individuals that are placed by us, further information may be required to validate your eligibility or to process payments;

- ✓ This may include your right to work visa's, passport identification, educational records, employment and personal references, criminal convictions, DOB, National Insurance Number, HMRC Data

If you directly send an email or your CV in reference to your job-search or for a particular job opportunity to a specific consultant of Arcam Resources Limited, you confirm that you are giving Arcam Resources your consent to retain and process this information for lawful business reasons as set out in this Privacy Policy.

We will only share highly confidential and sensitive personal data with your explicit consent.

Information we may obtain about you from other sources;

We may also acquire information about you from other open sources such as publicly available professional networking websites e.g. LinkedIn, Twitter, Facebook, Github etc, corporate websites, online job-boards, CV library websites, or a recommendation from a friend or colleague.

How we use the information we may collect?

First and foremost, we will only use the personal data that we hold about you for the purposes described within this Privacy Policy to provide you with our employment business / agency services and to find you suitable permanent or contract opportunities.

The personal information that we collect, will be used to;

- ✓ Assess and match your skills, qualifications, and suitability for job opportunities with our clients.
- ✓ Submit your details to our clients and prospective employers to enable you to be considered for job vacancies.
- ✓ Communicate with you regarding any ongoing recruitment activity.
- ✓ Keep records related to the hiring and placement processes.
- ✓ To process payments to you, or your company.
- ✓ To undertake relevant background, security or reference checks, where applicable.
- ✓ Prove compliance with all regulatory and legal and requirements.

Our legal basis for Processing your information;

It is our legitimate business interest as a recruitment agency and business for prospective candidates, contractors and clients to process your personal data to facilitate our employment finding services for candidates and the supply and introduction to clients of employment seekers.

If as a candidate you are submitted to an employment opportunity, or requested for an interview, this may require the processing of more detailed personal information, which we will ask for your prior consent to enable us to fulfil our service to you and our clients.

If we are negotiating to enter into a placement agreement or contract, we will rely on your obligation and consent to provide your personal data to enable us to fulfil our services to you, or your organisation, or to receive services from you, or your organisation.

Once a placement has been completed, we may also process your personal information to fulfil our legitimate purposes such as; administrative purposes

To enable to us comply with our legal obligations, if we are legally obliged to retain your information to satisfy our legal requirements, which may for the purpose of processing payments to you, providing information to HMRC.

How we store your personal data;

Personal information communicated via the internet or by post may be intercepted by other people and therefore any transmission of information to Arcam, via Email or post is transmitted at the senders own risk.

Unfortunately information that you send to us via email or post is not completely secure and we cannot guarantee the complete safeguard of this information by these methods, information sent by these means, are at your own risk.

Once received, we take all reasonable steps to safeguard all personal data and ensure it is kept secure including the necessary security procedures which prevents personal data from being accessed, or used in an unauthorised manner or accidentally lost, for the period of time that you engage with us, or we engage with you, for the use of our recruitment services.

Access to this information is also restricted to personnel that are only authorised for legitimate business reasons, while abiding to the confidentiality guidelines set out within this Privacy Policy.

How long do we retain your information for?

We will retain your Personal Data for as long a period as necessary to undertake the recruitment process. There may be a requirement for us to retain your personal data after our initial engagement has ended to enable us to fulfil account support questions, statutory, legal or accounting obligations.

Your rights to your information;

You have the right to object or withdraw your consent and for us not to use or process your personal information. If you want to exercise your right, or for us to validate, correct, request the erasure, or transfer of your personal data, object to us processing your personal data, you can exercise these rights by contacting us in writing

The GDPR provides the following rights to you;

- ✓ **Request access** gives you the right to access the personal information (generally known as a “data subject access request”). This does not incur a fee to access your personal data, however, if your request is deemed as clearly unfounded, repetitive or excessive, we may charge a practical fee.
- ✓ **Request correction** of the personal information that Arcam Resources holds about you.
- ✓ **Request data erasure** of your personal details. This entitles you to ask us to delete personal information where there is no valid reason for us continuing to retain and process it.
- ✓ **Request your data to be transferred (data portability)** to another party. For further information on these rights, please visit the ICO <https://ico.org.uk/> website
- ✓ **Place restrictions on us processing** your personal information, which gives you the right to suspend the processing of your personal information
- ✓ **Lodge a concern, or complaint about us** to the UK Information Commissioner’s Office <https://ico.org.uk/>, however, we would encourage you to raise your concern with us in the first instance

Right to withdraw consent;

When you engaged with us for the use of our recruitment services, you provided consent for us to use and process your personal information to enable us fulfil our business obligations. You have right to withdraw your consent for our use and processing of your information at any time by informing us using the contact details within the top section of this Privacy Policy.

Use of website cookies;

We use cookies on our website in a very limited way to monitor the basic performance to enable us to provide a good experience and improve our website. This data is stored within an analytics facility that is not typically possible to identify individuals from within.

By visiting our website, you are consenting to the described use of these cookies. If you would like more guidance on how cookies are used, to control or delete them, please visit <http://www.aboutcookies.org>

Changes to our privacy notice;

We reserve the right to make changes to this privacy notice in the future by updating our website respectively. Any changes made to this privacy notice will be publicised on this page and, where appropriate, notified to you by e-mail. Please check back regularly to see any updates or changes to our privacy notice.