

## **Clipsham IT Limited - GDPR Privacy Policy**

**Updated May 2018**

### **Introduction**

Clipsham IT Ltd is an established IT security recruitment agency and consultancy providing recruitment services to companies who are recruiting personnel, and to candidates who are looking for or potentially considering new employment opportunities.

In accordance with the new EEA General Data Protection Regulations (GDPR) this privacy policy notice is to inform of you how Clipsham IT Ltd will comply with these new regulations, as follows:-

- 1.The purpose and legitimate basis for collecting and using your Data.
- 2.How we collect, store and process your personal information and Data.
- 3.Who we may share your information with.
- 4.How your Data is protected and stored.
- 5.How long your Data is kept for
- 6.How you can access, change or delete your Data or unsubscribe from our services.

To provide you with recruitment consultancy services and identify potential employment opportunities for you, we require you to agree to this Privacy Policy and give us your consent to process and store your personal information. If you do not agree to this Privacy Policy we will not be able to provide our services to you.

If we need to change or make additions to this Privacy Policy it will be updated on our website at [www.clipshamit.com](http://www.clipshamit.com).

### **1. The purpose and legitimate basis for collecting and using your Data**

We keep this information in order to:-

- Help you find suitable job opportunities and communicate with you regarding new employment positions that could be of specific interest to you.
- To submit your details to potential employers with your prior approval.
- To process your job application and provide assistance and advice with the interview process.
- To provide you with feedback from potential employers.
- To maintain accurate candidate details.
- To keep you updated with any company news or changes to our policies and services.

## **2. How we collect store and process your personal information and Data.**

The Data we may collect on you which includes but is not limited to:-

Name, Gender, Address, Contact Phone numbers, Personal and Work Email Addresses, Employment Details, Technical skills, Background and Work Experience, which can or has been obtained directly from you or from your CV, website registration, recommendations from friends or previous employers, or from publically available sources such as LinkedIn, Xing Job Boards or other social media platforms.

## **3. Who we may share your information with.**

Clipsham IT Ltd will not sell or provide any personal Data to third parties for marketing purposes

With your permission we will share your details with potential Employers that are looking for suitable candidates, however they will have their own privacy policies which may differ from ours, therefore you should contact them directly regarding any questions or concerns on their use of your personal Data and their privacy policy.

If potential employers are located outside of the UK or EEA, you should satisfy yourself that they have the required security policies in place, however we will always seek your consent before any Data is shared.

We may also be required to share your details with law enforcement or regulatory bodies to comply with legal regulations and obligations.

We may need to share your information with our third party service partners in the UK or the European Economic Area (EEA) who provide our recruitment systems, Data processing, storage and IT services to support our business. If this is required any third party will be fully compliant with GDPR regulations to the required standard.

## **4. How your Data is protected and stored.**

Your information is kept on secure networks with the required anti-virus, password protection, firewalls, encryption and other security systems in place and is stored with our GDPR compliant CRM provider located in the UK.

## **5. How long your Data is kept for.**

We will hold your Data for up to 5 years with a view to provide you with future job opportunities and continue our business relationship, or for as long as you wish to use our services, but no longer than necessary. If we have successfully placed you in a role we may keep your information for up to seven years. After the data hold period, we will ask for your consent to keep the data for a further period if you still wish to use our services and be notified of opportunities. No data is held or collected on our web site, but stored in a secure CRM system.

## **6. How you can access, change or delete your Data or unsubscribe from our services.**

If you need to inform us of any changes to your information, have any questions, or a subject access or Data portability request regarding the Data we hold on you, please contact the Data Controller (Kay Bruen) at [kay.bruen@clipshamit.com](mailto:kay.bruen@clipshamit.com)

If you no longer wish to use our services you have the right to withdraw your consent and delete your Data at any time, please contact the Data Controller to request this at

[kay.bruen@clipshamit.com](mailto:kay.bruen@clipshamit.com). If you do request that we delete your information we may need to retain some details to record that you have withdrawn your consent.

**Data Controller**

Kay Bruen – [kay.bruen@clipshamit.com](mailto:kay.bruen@clipshamit.com)

Clipsham IT Ltd

Company Reg No - 6937093

[www.clipshamit.com](http://www.clipshamit.com)

You also have the right to complain to the Information Commissioner’s Office, which is the statutory regulator and our Supervisory Authority for Data protection law. Details of how to complain to the ICO can be found at <https://ico.org.uk/concerns>