

<b>Company Name:</b>	Bagnall Hopkins Recruitment Limited
<b>Company Contact details:</b>	2 Burgage Square Merchant Gate Wakefield WF1 2TS
<b>Document:</b>	Privacy Notice
<b>Topic:</b>	Data protection
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## **Welcome to Bagnall Hopkins Limited's Privacy Notice**

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Bagnall Hopkins Limited respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data.

Bagnall Hopkins Recruitment Limited is a recruitment business which provides work-finding services to its clients and work-seekers. Bagnall Hopkins Recruitment Limited must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Bagnall Hopkins Recruitment Limited acts as a data controller.

The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or recruitment services and/or information relating to roles relevant to you, we will only use your personal data in accordance with this privacy statement. At all times we will comply with current data protection laws.

## **1. Collection and Use of Personal Data**

### **a. Purpose of Processing and Legal Basis**

Bagnall Hopkins Recruitment Limited will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with candidate finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

If you have opted-in we may also send you marketing information and news via email/text. You can opt-out from receiving these at any time by clicking "unsubscribe" when you receive these communications from us.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

### **b. Legitimate Interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping work-seeker records up to date;
- Providing work-finding services to you and our clients;
- Contacting you to seek your consent where we need it;
- Giving you information about similar products or services that you have used from us recently;

### **c. Statutory/Contractual Requirement**

The Company has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

#### **d. Recipient/s of Data**

Bagnall Hopkins Recruitment Limited will process your personal data and/or sensitive personal data with the following recipients:

- Clients (whom we may introduce or supply you to)
- Former employers whom we may seek references from
- Payroll service providers who manage payroll on our behalf or other payment intermediaries whom we may introduce you to
- Other recruitment agencies in the supply chain

### **2. What Kind of Personal Data Do We Collect?**

#### **Candidate Data**

In order to provide you with the best employment opportunities we need to process information about you. This may include the following data. This list however, is not exhaustive:

Personal data:

- Name, address, mobile no., email
- Professional qualifications
- National insurance no.
- Nationality (through right to work check)

Sensitive personal data:

- Health information including whether you have a disability
- Criminal conviction

#### **Client Data**

If you are a Bagnall Hopkins customer we need to collect and use information about you, or individuals at your organisation to enable us to provide you with recruitment services.

### **3. How Did We Collect Your Personal Data?**

#### **Candidate Data**

The main ways we collect your data are

1. Directly from you
2. From 3<sup>rd</sup> parties
3. From jobs boards, LinkedIn
4. A former employer
5. A referee whose details you previously provided to us

#### **Client Data**

There are two main ways in which we collect your data

1. Directly from you
2. From third parties (e.g. Candidates) and other limited sourced (e.g. online and offline media)

#### **4. Data Retention**

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time. For example, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

#### **5. Your Rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Bagnall Hopkins Recruitment Limited processes on you;
- The right of access to the personal data Bagnall Hopkins Recruitment Limited processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Bagnall Hopkins Recruitment Limited processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Louise Hopkins, data privacy manager, 2 Burgage Square, Merchant Gate, Wakefield WF1 2TS email: [louise@bagnallhopkins.co.uk](mailto:louise@bagnallhopkins.co.uk) call; 01924 365680. Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where Bagnall Hopkins Recruitment Limited will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

#### **Cookies**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

## **6. Log Files**

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## **7. Links to External Websites**

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

## **8. Sale of Business**

If the Company's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## **9. Data Security**

The Company takes every precaution to protect our users' information.