

Privacy Policy

Tom Samuel Recruitment is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect will be handled and processed. We will always keep your personal data safe and comply with applicable data protection legislation.

Information we may collect from you

We may collect, hold and process the following data about you:

- Personal information that you provide when you register, fill in a form or subscribe to a service including your name, email, address and phone number.
- Job searching information including:
 1. your job preferences;
 2. your CV;
 3. your work history;
 4. your salary information;
 5. your education and qualifications;
 6. your skills;
 7. your reference information;
 8. any other work related information contained in your CV;
 9. on occasions, sensitive personal information such as details of criminal convictions;
 10. interview notes
- Information provided for those who have or will work for us, including passports, visas and permits, NI, DOB, birth certificates, details of job offers and placements, results of DBS checks and other such checks, references, medical information, payroll information, HMRC data, pension scheme details, court orders and statutory payments.
- If you contact us by telephone, email or post we may keep a record of that correspondence.

Where we collect personal information from

This information will have been provided by you or a third party who we work with, such as a job board 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 we use your personal data

We are processing your personal data to be able to provide you with the following:

- to Provide our services to you in our capacity as an employment business / agency;
- to process your Personal Information for temporary, project or permanent recruitment requirements;
- to carry out our obligations arising from any contracts entered into between you and us;
- to maintain our business relationship, where you are a user of our website, a client or candidate;
- 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 and prospective employers for you to be considered for vacancies;
- to keep you informed of available opportunities as they arise;
- to establish to have a right to work in the UK;
- to undertake relevant security and criminal record checks as required by our clients and prospective employers and as permitted by law
- to comply with our legal obligations;
- to trusted third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses. These third parties comply with similar undertakings of privacy and confidentiality as Tom Samuel Recruitment Ltd

What is the legal basis for processing the information?

Your privacy is protected by law. Data Protection law says we are allowed to use your personal information only if we have a proper reason to do so.

We will rely on one of the following reasons for holding your personal data:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

Information and documentation gained to establish your right to work is processed by us as we are legally obliged to do so. Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.

Once a placement has been secured, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you. We may also process your data on the basis of our legitimate interests.

For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.

How long we keep your personal information

We will keep your personal data for as long as you continue to interact with us (for example, if you read or click on an email we send you, attend an event we host etc). If we do not have any interaction with you for two years, then we will delete your personal data from our records.

If you have been placed with us we may keep your data for longer if we cannot delete it for legal, regulatory or technical reasons. We may also keep it for research or statistical purposes. If we do, we will make sure that your privacy is protected and only use it for those purposes.

Your rights

You have the right to object to our use of your personal information, or to ask us to restrict, delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object', 'right to erasure', or the 'right to be forgotten'. If you want us to stop using your data please email privacy@tomsamuelrecruitment.co.uk

You have the right to access information held about you. Your right of access can be exercised in accordance with the law. If you would like to make a request for information, please email privacy@tomsamuelrecruitment.co.uk.

You have the right to rectification and are entitled to have your personal data corrected if it's inaccurate or incomplete. Please contact us if you want to do this, we will take reasonable steps to check its accuracy and correct it.

You have the right to data portability, to obtain and reuse your personal data for your own purposes across different services. It allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability. Please contact us if you want to do this.

The right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.

Marketing

We may use your personal information to tell you about relevant job opportunities, products or services. We can only use your personal information to send you marketing messages if we have either your consent or a 'legitimate interest'.

If you do not wish to receive information from us, you can respond with the message "unsubscribe" and we will unsubscribe you from that type of communication. Each "unsubscribe" email only relates to that specific type of communication (e.g. marketing communications or survey communications). Please also note that you may continue to receive communications which are already on route to you for a short period of time while your relevant unsubscribe request is being processed.

If you change your mind you can update your choices at any time by contacting us.

Changes to our privacy policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.

Disclosure of your information

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If our business or substantially all of its assets is acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of us, our customers, or others.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to privacy@tomsamuelrecruitment.co.uk.