

Privacy Notice

Privacy Notice (Article 13 GDPR)

Suzanne Hendrick Recruitment is committed to protecting your privacy. This privacy notice seeks to explain our approach in line with current Data Protection laws.

Legitimate Interest

Suzanne Hendrick Recruitment processes your data when it is in our legitimate interests to do this and when these interests are not overridden by your data protection rights.

What sort of data do we collect and retain?

Suzanne Hendrick Recruitment retains Personal Information (data) about you to help in the Recruitment process. By applying for an advertised position or in response to a direct enquiry from you we will retain information including your Name, Email Address and home address.

The information about you we may collect, hold and process is set out below:

- CV/work history
- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training certificates
- Information in respect to individuals that have worked for us previously or may work for us is as follows:
- Passport - In some cases, permits and visas
- DOB
- National insurance number
- Full details of job offers and placements
- Outcome of criminal record checks and security clearance for certain roles
- In certain cases, medical information
- References
- Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- A log of our communications with you by email and telephone

Any other information that you freely give and which may constitute sensitive information is not retained.

How is Personal Data used?

Information given freely by yourself when applying for a position or registering an interest with Suzanne Hendrick Recruitment is only used for the recruitment process. We will not divulge any information to a prospective employer without first obtaining your consent to approach a prospective employer.

The information may be used as follows:

- To match your skill sets with job vacancies to assist in finding you the positions that most suit you
- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To place you with our clients and prospective employers
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us
- The information under B above may be used as follows:
- To establish that you have the right to work
- To undertake relevant security and criminal record checks as required by our clients and prospective employers and as permitted by law
- To deal with any medical and health and safety issues relating to certain positions

- To put in place contractual arrangements and documentation once a role has been secured
- To pay you if placed

How long is Personal Data retained?

We will retain your data on our secure data base for a period of not more than seven years. From time to time we may contact you to confirm your wish to either continue representing you or to confirm deletion of your personal information from our data base. If we are unsuccessful in contacting you then we will automatically delete your personal information from our data base.

Where do you keep my CV?

We retain a copy of your CV on our secure database.

Security

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure we have in place suitable electronic and access control mechanisms.

Deletion of Data on request

You may contact us at any time to request us to remove personal information about you. We will action any request within 48 hours and confirm deletion by email.

How do I know what Information you have retained about me?

You may request us to divulge what information we retain about you. This request should be made in writing and should include the approximate date you registered with us and must be signed by you. We will respond by email within 30 days of receiving your written request. Following your request we will either delete or make appropriate changes to your data if you so wish.

How do we send you information?

Following your request for information we will email you and attach a document in PDF format which will be written in clear concise and intelligible English.

Transfer of Data

Unless explicitly requested by you in writing we will not transfer in part or whole any of your Personal Information to any other party.

Contact details

All requests should be addressed to:

Suzanne Hendrick
Suzanne Hendrick Recruitment Limited
Studio G3
Grove Park Studios
118-192 Sutton Court Road
London
W4 3HR

Email: suzanne@suzannehendrick.co.uk

How do we inform you of Policy Changes?

Any policy changes due to revised legislation or business reasons will be published on our Web page.

Compliance with current legislation and best practices.

Management framework and our policies and a procedures for data management is compliant with the EU GDPR

Terminology.

Personal Data – data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of Suzanne Hendrick Recruitment.

Sensitive Data – personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.