



SC4 Recruitment Limited Privacy Policy

Our contact details

Name: Samantha Chambers

Address: 6 Salmons Close, Dunmow, Essex CM6 1GU

Phone Number: **01279 352 000**

E-mail: Samantha.Chambers@SC4Recruitment.co.uk

ICO Registration Number: ZA787233

Date Effective: 11th September 2020

Personal information we collect and why we have it

The Company must have a legal basis for processing your personal data and as such we currently collect and process personal data (including sensitive personal data) for the purposes of providing you with work-finding services. Personal data may be collected from an application, registration form, via our website or through another source.

Most of the personal information we process is provided to us directly by you and the legal basis we rely upon to offer these services to you are:

- **Consent** - you are able to remove your consent at any time. You can do this by contacting Samantha Chambers. The Company will mark the profile as inactive and cease sharing their personal information until the candidate requests otherwise.
- **Contractual obligation** – completing pre-employment checks. Your personal data is required by law and/or a contractual requirement.
- **Legal obligation** – invoicing.
- **Legitimate interest** – contact via email or telephone for suitable positions the Company believes you may be interested in applying/hiring for.

How we store your personal information

Your information is securely stored at the Company address listed.

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.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – at any time.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Samantha.Chambers@SC4Recruitment.co.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Samantha.Chambers@SC4Recruitment.co.uk or on **01279 352 000**

You can also complain to the **Information Commissioner's Office** if you are unhappy with how we have used your data at <https://www.ico.org.uk> or through their Helpline number **0303 123 1113**

Please confirm you address below.

Please acknowledge receipt of this Privacy Policy **by signing below and either email or post to SC4 Recruitment Limited.**

By signing below, I confirm that I have no Criminal Convictions to disclose.

Candidate Signature

Dated