

Privacy Notice

Create Recruitment Specialists ("We") are committed to protecting and respecting your privacy.

This notice together with our terms of use, sets out the basis on which any personal data we collect from you, or that you provide to us, will be used.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC) The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Although the UK has expressed its intention to leave the EU in March 2019, the GDPR will be applicable in the UK from 25th May 2018. The Government intends for the GDPR to continue in UK law post Brexit and has also introduced a Data Protection Bill to replace the current Data Protection Act in due course.

Your personal information may be stored online and therefore we take steps to ensure that our systems are well protected.

The registered office of the above company is at 83 Victoria St, London, SW1H 0HW. Our VAT number is GB538 9383 95.

We, together with the products and services we sell and provide, are regulated by BEIS. Please note that this privacy policy covers www.createrec.co.uk.

Who we are and what we do

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). We also provide the following other services training, outsourcing, consultancy. (We collect the personal data of the following types of people to allow us to undertake our business;

- Prospective and placed candidates for permanent or temporary roles;
- Prospective and live client contacts;
- Supplier contacts to support our services;
- Employees, consultants, temporary workers;

Making sure your personal data is secure

Whilst we take steps to protect user privacy, no data transmission over the internet can be entirely secure. We therefore do not guarantee the security of personal information that you send to us, or your use of the site. Any personal information you do send is at your own risk however once we receive it we use strict procedures to safeguard it.

What if I do not agree with this Privacy Policy?

If you do not agree to our processing of your data in the manner outlined in the Policy, please do not submit any personal data to us.

How do we use your personal information?

We may use and process your personal information where it is necessary for us to do so in connection with or anticipation of a contract between you and us, or an employer to:

- process your job application and otherwise manage the recruitment process;
- help potential employers assess and process your job application;
- help potential employers check and confirm the references that you provide as part of

your job application;

- check with any necessary regulatory, industry and/or security authorities relevant to the position that you have applied for.

Our legal basis for the processing of personal data is our legitimate business interests described in more detail below and in some circumstances, we may ask for your consent to process your personal data in a particular way.

Our Legitimate Business Interest...

We may use and process your personal information where it is necessary for us to pursue our legitimate interests as a business for the following purposes:

- help us identify you so we know who we are talking to;
- help prevent and detect fraud or loss;
- to contact you with information about opportunities that you might be interested in from time to time via phone, post, email or text.
- assess risk, carry out market research, statistical analysis, test systems, improve the way that we run our recruitment process and your application (including quality assurance) and analyse your application and recruitment history;
- train staff and monitor our services. This may mean that we record our conversations or our correspondence with you to make sure we are providing you with a good service and to make sure we keep to our legal and regulatory obligations.

Where you have provided consent...

We may use your personal information where you have consented for us to do so:

- to contact you by email, mail or other electronic means about opportunities that you might be interested in from time to time;
- to provide you with job alerts.

This consent can be withdrawn by logging-in to your account on the website and updating your details, or by notifying info@createrec.co.uk.

Unless otherwise stated, we will hold data processed through contractual and legitimate interests for our data retention period of three years, or until data processing is no longer beneficial. Data processed via active consent will continue to receive marketing relative to the initial opt-in until we have received a request to unsubscribe/opt-out.

Do we pass data to third parties?

We may pass data to third parties that help us to process data and to prospective or intended employers or clients for the purpose of recruitment. We may also share aggregate information with selected third parties but we do not disclose individual names or any identifying information.

How do you remove your name from the database?

You can contact us to request for your account to be closed at any time, which will be confirmed by Create Recruitment Specialists within 48 hours of your request.

How can you find out what personal information we hold about you?

You are entitled to see the personal information that we hold about you at any time. (If you write to, email or phone us and ask to see this information, it is known as a 'subject access request' or 'SAR' for short) You can do so by:

e-mailing us at info@createrec.co.uk inserting the words 'Data Request' in the heading or writing to us at Create Recruitment Specialists 83 Victoria Street, London, SW1H 0HW. Even if you don't want a copy of your personal information, you can still contact us to check that the personal information that we hold is accurate or to let us know of any changes to your personal information. We always try to ensure that the information we hold is accurate, up to date and relevant and, as you are applying for a job with us, it is important that we have the right information in order to be able to contact you. We'll be more than happy to make changes or to correct any inaccuracies.

You have the following rights when it comes to your data:

- to object to any legitimate business interests processing;
- to withdraw consent (only in respect of any processing which depends on consent);
- to ask for your data to be updated or corrected (where it is inaccurate);
- if we have carried out any automated decision making as part of recruitment practices, contest any such decision and ask for a human intervention;
- ask for the client to stop processing for any reason or exercise their right to be forgotten;
- ask for a copy of their information that they have provided to you electronically (such as their CV) in a portable format;
- complain to the ICO.

Complaints

If you are unhappy about our use of your personal information, you can contact us using the details in the Contact section below. You are also entitled to lodge a complaint with the UK Information Commissioner's Office using any of the below contact methods:

Telephone: 0303 123 11113

Website: <https://ico.org.uk/concerns/>

Post:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the website or through e-mail notification.