



RECRUITMENT PRIVACY STATEMENT

Talent Forte, Cedar Court, Grove Business Park, Waltham Road, Maidenhead, SL6 3LW

Tel: 01628 617324

For queries regarding this policy, please contact E-mail: dataprivacy@talentforte.co.uk

We provide temporary and permanent recruitment services to clients looking to recruit staff for their businesses.

is the controller and responsible for your personal data (collectively referred to as "", "we", "us" or "our" in this privacy notice).

1.1 INTRODUCTION

1.2 ("", "we" or "us") is committed to protecting your personal information.

This Privacy Policy sets out the foundation on which all personal data that collect from you, or that you provide to us (via several sources such as our own website, any other affiliate websites, job boards, direct emails), will be processed by us.

Read this policy carefully to understand our practices relating to your personal data and how we will treat it.

If you do not wish for us to process your data in the manner detailed in this policy, please do not submit any personal data to us or please contact us to have your data removed by contacting dataprivacy@talentforte.co.uk

1.3 All personal information provided by, or collected from you or in the event that your job application progresses with us, from third party sources such as referees part of the recruitment process is handled in accordance with privacy and data protection laws in the countries where we operate and, on the terms, set out in this Recruitment Policy.

1.4 If your application to become an employee, worker or contractor of is successful your personal information will be handled in accordance with internal privacy policy for employees which will be notified to you.

1.5 This policy explains

1.5.1 How and why we collect and use your personal data

1.5.2 The types of personal and sensitive data that we collect about you

1.5.3 How long we keep your personal data for

1.5.4 The legal basis we have for using your personal data

- 1.5.5 The different rights you have when it comes to your personal data
- 1.5.6 When and why we will share your personal data, and who with
- 1.5.7 How we may contact you and how you can contact us

2 HOW WE COLLECT YOUR PERSONAL INFORMATION

- 2.1 Talent Forte will collect and store your personal information for the recruitment and engagement of staff, workers and contractors and when required by applicable law. We may collect your personal information orally, by telephone, in writing, by email and by online application.
- 2.2 Talent Forte collects personal information directly from the individual to whom it relates, except where that individual has consented to Talent Forte collecting the personal information from a third party or the law otherwise permits Talent Forte to do so.
- 2.3 Talent Forte may collect candidate CV information pertaining to a role we may be recruiting for from job boards and LinkedIn

3 WHAT PERSONAL INFORMATION WILL WE HOLD ABOUT YOU

3.1 Personal information

Talent Forte will collect information that is necessary to enable us to find suitable job opportunities, and that is needed to check a candidate's eligibility for work. This information may be used at several stages of recruitment, from first contact, screening and interviews, to final placement. The information will generally include your Personal Information.

Personal information means any information relating to a person that enables them to be identified either directly or indirectly. Personal information that we hold about may include:

- 3.1.1 contact details (e.g. name, address and email address);
- 3.1.2 academic qualifications;
- 3.1.3 work experience;
- 3.1.4 credit or financial history.
- 3.1.5 family members
- 3.1.6 citizenship details
- 3.1.7 national identification numbers
- 3.1.8 right to live/work data
- 3.1.9 current and former titles and positions
- 3.1.10 current and historic compensation data
- 3.1.11 previous employment references

3.2 Sensitive personal information

In certain circumstances, we may need to collect “special categories” of particularly sensitive personal information about you, which may include information about a candidate’s:

- 3.2.1 physical or mental health condition
- 3.2.2 criminal offence or alleged criminal offence committed by a candidate
- 3.2.3 racial or ethnic origin
- 3.2.4 religious beliefs

3.3 We will only use such sensitive personal information where we are legally able to do so and in order to:

- 3.3.1 administer or process the job application that you have with us
- 3.3.2 assess and respond to a complaint you might make relating to our job application process.

4 HOW WE COLLECT PERSONAL INFORMATION FROM THIRD PARTIES

4.1 Personal information may be collected from, and disclosed to, third parties as necessary in the course of recruitment and engagement, to ensure that the information Talent Forte has is correct and to determine whether the applicant is suited to the available position. Talent Forte may take steps to verify that academic, training and professional qualifications are accurate and complete and, in appropriate circumstances due to the nature of the available position, we may carry out credit checks and criminal records checks. We will only collect information from third parties if your job application progresses with us.

4.2 Third parties may include:

- 4.2.1 CRM and cloud system providers
- 4.2.2 IT system contractors
- 4.2.3 Candidate registration portals, business associates and professional advisers
- 4.2.4 Recruitment or human resource service providers
- 4.2.5 Health professionals
- 4.2.6 Insurers and insurance brokers
- 4.2.7 Nominated referees
- 4.2.8 Credit checking Agencies
- 4.2.9 Credit reporting agencies
- 4.2.10 Police and other law enforcement agencies
- 4.2.11 Background checking authorities such as your referees
- 4.2.12 Qualification or Certification providers

- 4.2.13 Pension Providers or the Disclose and Barring Service agency
- 4.2.14 Any regulatory authority or statutory body following an official request for information or under a legal obligation we have, such as to co-operate with HMRC,

4.3 In each case, Talent Forte treats personal information in accordance with the relevant privacy and data protection laws in the country in which we are operating, and we will take reasonable steps to ensure the personal information that we store is accurate, complete and up-to-date.

5 HOW WE USE YOUR PERSONAL INFORMATION

5.1 Your personal information is collected primarily for the purposes of the recruitment process, including the registration, application and selection processes, of Talent Forte. For example, your personal information will be used to:

- 5.1.1 Select suitable staff, workers and contractors for Talent Forte
- 5.1.2 Conduct internal and external research, for example, equal opportunities monitoring
- 5.1.3 Deal with any complaints you might make to us
- 5.1.4 For our own administrative purposes, including training our staff, conducting internal audits or transferring assets as part of a sale, purchase or investment in the business
- 5.1.5 Assist you with any future requirements, including to answer reasonable inquiries by any of your future employers
- 5.1.6 Comply with Talent Forte legal and regulatory obligations

6 GROUNDS FOR PROCESSING

6.1 To process your data lawfully we need to rely on one or more valid legal grounds. The grounds we will rely upon include:

- 6.1.1 our legitimate interests as a business (except where your interests or fundamental rights override these). For example, it is within our legitimate interests to use your data to:
 - (a) engage in HR management by human resources Personnel, assist in personnel recruitment and assist in HR forecasting
 - (b) prevent or detect fraud or abuses of our job application process
 - (c) maintain accounts and records of business activities to assess business performance
- 6.1.2 our compliance with a legal obligation to which Talent Forte is subject. For example, we have a duty to investigate and check that you are legally entitled to work in the relevant country.

6.2 Where we process "special categories" of particularly sensitive personal information about you or, if applicable personal information relating to criminal convictions and offences, we must put additional protections in place. One of these protections is that we must rely on further legal grounds to process

your information, in addition to those set out above. The grounds we will rely upon for processing sensitive personal information will include:

- 6.2.1 Where it is necessary for us to carry out obligations and exercise specific rights under employment law. [For example, we have an obligation to select safe and competent workers, which may require us to check on your health condition in relation to your application for certain jobs.
- 6.2.2 Where it is necessary for reasons of a substantial public interest based upon applicable law. For example, we may process data revealing racial or ethnic origin for public interest purpose of ensuring equality of opportunity or treatment.

7 RETENTION OF PERSONAL INFORMATION

7.1 If you are successful and offered employment or a placement with Talent Forte, this information will be retained and transferred to your personnel file and used to manage any employment or other relationship with Talent Forte. If you are not successful, then we will only retain your information to the extent permitted by law, including retaining a record of your application and, unless you tell us that you do not wish us to do so, we may retain a copy of your C.V. for potential future opportunities.

7.2 We keep your personal information for as long as Data Protection standards recommend:

Contractor data will be kept for 7 years from the end of each tax year, as required by law governing the retention of payroll and VAT records.

In some circumstances we are required by law to retain your data for longer than a 7-year period. These circumstances include legal or contractual aspects of certain specific roles (such as regulator registered Senior Managers in financial firms), or where your experience includes a significant specialist skill set which may remain in demand for a longer period of time.

Candidate data will for up to 2 years from our last meaningful contact with you

Client contact details will be retained for the period of 7 years since the last meaningful contact with you.

8 AUTOMATED DECISION-MAKING

8.1 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

8.1.1 If applicable law requires it, where we have notified you of the decision and given you 21 days to request reconsideration.

8.1.2 Where it is necessary to carry out your job application, is authorised by applicable law and appropriate measures are in place to safeguard your rights.

8.1.3 In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

8.2 If we make an automated decision based on any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights. You will not be subject to decisions that will

have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

- 8.3 If we make an automated decision solely on the grounds listed above in paragraph, you will have the right to request human intervention with regards to that automated decision and to contest such decision in accordance with our Privacy Policy.

9 **YOUR RIGHTS WITH REGARDS TO YOUR PERSONAL INFORMATION**

- 9.1 Data protection law provides individuals with certain rights, including the right to: access, rectify, withdraw consent, erase, restrict, transport, and object to the processing of, their personal information. Individuals also have the right to lodge a complaint with the relevant information protection authority if they believe that their personal information is not being processed in accordance with the law. Further information about your rights is set out below:

- 9.2 You have several rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

- 9.3 Your rights within the UK are as follows;

9.3.1 The right to be informed: You have the right to be provided with clear and easily understandable information about how we use your information and your rights. This is why we're providing you with this Policy.

9.3.2 The right of access: You have the right to access the information we are processing, and other information about how we handle it, such as this Privacy Policy. This is so you're aware and can check that we're using your information in accordance with data protection law.

9.3.3 The right to rectification: You are entitled to have your information corrected if it's incomplete or inaccurate.

9.3.4 The right to erasure: This is also known as 'the right to be forgotten'. You may request the deletion or removal of your information where there's no compelling reason for us to keep using it. There are exceptions to this right, such as that we must keep records of your taxable pay, to show to HMRC if they ask us for this.

9.3.5 The right to restrict processing: You have rights to object to further use of your information. When processing is restricted, we need to keep sufficient information for us to be able to identify you as someone who has asked us to respect your wish to remain 'blocked' – restricting us from making any further use of your information in future.

9.3.6 The right to data portability: You have the right to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our systems and theirs safely and securely, without affecting its usability.

- 9.3.7 The right to object to processing: You have the right to object to certain types of processing and the inclusion of you in direct marketing (that is, if you no longer want to be contacted with potential opportunities).
- 9.3.8 The right to complain: You have the right to make a complaint about the way we handle or process your personal data to the UK data protection regulator.
- 9.3.9 The right to withdraw consent: If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances

We may be entitled to refuse to act on certain requests.

Please consider any data access request responsibly before submitting it. We will normally respond within 30days from when we receive your request. If for some reason the request is going to take longer to deal with, we'll contact you to let you know.

Where is my data held and processed?

Your personal data is held and processed within the EEA.

Changes to this Privacy Policy

Where a change is made to this Privacy Policy it will be displayed on our website to ensure that you are aware of what information we collect and how we will use it. If we plan to use Personal Data in a way that is inconsistent from that stated in this Privacy Policy, we will inform in advance you by email, and it will be your right to choose if you are happy that we continue store and process your information or not.

Contact us

If you have further questions on the processing of your personal data, are concerned about how we've handled your information, or would like to exercise any of the rights mentioned above, contact us by emailing to dataprivacy@talentforte.co.uk or by post to: Talent Forte, Cedar Court, Grove Business Park, Waltham Road, Maidenhead, SL6 3LW