

Integer Resourcing Limited - Privacy Policy

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Integer Resourcing Limited is committed to protecting and respecting the privacy of our candidates, employees, clients and any users of our services. Please read this privacy policy carefully so you can understand our views and practices regarding your personal data and how we will treat it.

Identity and contact details of the Controller

Integer Resourcing Limited (“Integer Resourcing Limited”/“we”, “us”, “our”) a company registered in England and Wales (Registration number 07862630) and whose registered address is 2nd Floor Quayside Tower, 252-260 Broad Street, Birmingham, B1 2HF is registered as a data controller in the United Kingdom for the purposes of the Data Protection Act 1998 or any subsequent UK legislation resulting from EU General Data Protection Regulations (GDPR).

Purposes for which Personal data is collected, processed, used and disclosed

Integer Resourcing Limited may receive or collect your personal data including but not limited to your name and contact details (i.e address, home and mobile numbers, e-mail address), age, date of birth, details of your qualifications, experience, employment history (including job titles, remuneration and working hours).

We may collect this information from you (for example, by filing in forms or by corresponding with us by phone, email or otherwise), or other third party who we work with, such as job boards, online CV libraries, employment businesses or agencies, umbrella companies.

This information is held, processed, used and disclosed by us as follows:

1. To provide our services to you
2. To assess data about you against vacancies which we judge may be suitable for you
3. To enable you to submit your CV, apply online for jobs or to subscribe to alerts about jobs we think may be of interest to you
4. To improve our customer service and to make our services more valuable to you
5. To enable us to develop and market other products and services
6. To answer your questions and enquiries
7. To send you details of reports, promotions, offers, networking and client events
8. To provide your services to our clients
9. To send your information to clients in order to apply for assignments/vacancies
10. To carry out a fair recruitment process
11. To make an informed decision to shortlist for interview and (if relevant) recruit
12. To carry out our obligations arising from any contracts entered into between you and us
13. To take steps necessary at your request prior to entering into a contract
14. To maintain records and to comply with legal, regulatory and corporate governance obligations and good employment and/or recruitment practice
15. To maintain our business relationship, where you are a user of our website, a client or candidate
16. To fulfil contractual obligations with our clients
17. To maintain, expand and develop our business
18. We reserve the right to transfer your information to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of this privacy policy
19. To use your information on an anonymised basis to monitor compliance with our equal opportunities policy
20. Respond to and defend against legal claims
21. To notify you about changes to our service

Where your information is held

All the personal data we process is processed by our staff within the European Economic Area (“EEA”). However, as part of the services offered to you, the information you provide to us may be transferred to countries outside of the EEA. This may happen if one of our clients or service providers is located or operates in a country outside of the EEA. These countries may not have similar data protection laws to the EEA. If we transfer your information outside of the EEA in this way, we will take the appropriate steps to ensure that your privacy rights continue to be protected. In addition, if you use our services while you are outside the EEA, your information may be transferred outside the EEA in order to provide you with those services. Except as set out in this privacy policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users/customers etc.

How long we keep your data

We will hold your information for as long as is necessary to comply with our statutory (for example, our obligations to the tax authorities or under immigration and nationality laws) and contractual obligations and in accordance with our legitimate interests as a data controller.

Some categories of documents we hold will need to be retained for longer than others. How long we retain different categories of personal data will be based on the purpose for which they are processed and our statutory and contractual obligations. Other data will be held for no longer than is necessary to protect our legitimate interest as the data controller.

Security

We take the security of your data seriously. We have internal policies and controls to protect your personal information from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss.

Marketing

We may periodically contact you by telephone, email or other digital means for marketing purposes relating to our services, our website, and/or to research opinion on proposed business developments. We will require your consent if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You have the right to withdraw your consent if you do not want to be contacted for such purposes.

Where you have previously engaged with us (for example by submitting a job application or CV, or registering a vacancy to be filled), and we are marketing related services, we will take your consent as given unless or until you opt out. This is referred to as soft opt-in consent and is beneficial as it allows us to suggest other jobs to you alongside the specific one you applied for, significantly increasing the likelihood of us finding you a new position. In all other types of e-marketing, we are required to obtain your explicit consent.

Opt-Out – you are entitled to opt-out from receipt of marketing communication at any time and free of charge by sending an email to info@integerresourcing.com or by using the “unsubscribe” option included in any marketing e-mail or other marketing material received from us.

Your rights

1. You may request access to the information we hold about you at any time and may request us to rectify, update or restrict processing of such information. We may ask you to verify your identity and for more information about your request. We will seek to act on your request in the timescale required by applicable data protection laws.
2. We will use reasonable endeavours to ensure that your personal data is maintained and up to date. However, you are under a duty to inform us of any and all changes to your personal data to ensure that it is up to date and we will update or delete your personal data accordingly.

Your rights (Continued)

3. You may, in certain circumstances (for example, where we have processed your data unlawfully) have the right to request that we erase your personal data. We will respond to your request within the timescale required by applicable data protection laws and will only disagree with you if certain limited conditions apply. If we agree to your request, we will delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. That way, we will minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

4. Where we process your data on the basis of consent you have provided to us, you have the right to withdraw your consent at any time and have such data deleted. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

5. If practicable, we may at your request transfer your personal data to a third party controller where such personal data is processed by automated means and is processed on the basis of performing our contract with you.

6. If you wish to exercise any of these rights or raise a complaint on how we have handled your personal data, you can contact us on info@integerresourcing.com

7. If you are not satisfied with our response or any of our data processing activities, you can complain to the Information Commissioners Office at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Automated decision making

All our recruitment activities and ancillary services involve human decision making in the process.

Changes to our Privacy Policy

Any changes to this privacy policy will be communicated so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Where appropriate, we may notify you by email of the changes. Please check back frequently to see any updates or changes to our privacy notice.

For any other information, questions or concerns about this policy, please contact us at:

Address: The Data Protection Officer
Integer Resourcing Limited
2nd Floor Quayside Tower
252-260 Broad Street
Birmingham
B1 2HF
Email: info@integerresourcing.com

Integer Resourcing Limited
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