**PRIVACY NOTICE**

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data and this is for the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

**1. Collection and use of personal data**

A. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

• Consent

• Legitimate interest

• Legal obligation

• Contractual obligation

B. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

• To provide work-finding services for individuals seeking work

C. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

• Prospective employers that we have discussed with you

D. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

• We will be unable to provide you with work-finding services

**2. Overseas Transfers**

The Company may transfer only the information you provide to us to countries outside the European Economic Area (‘EEA’) for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

**3. Data retention**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

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.

Where the Company has obtained your consent to process your personal and sensitive personal data we will hold this information for a two years from (a) the date of creation or (b) after the date on which we last provide you with work-finding services. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

**4. Your rights**

Please be aware that you have the following data protection rights:

• The right to be informed about the personal data the Company processes on you;

• The right of access to the personal data the Company processes on you;

• The right to rectification of your personal data;

• The right to erasure of your personal data in certain circumstances;

• The right to restrict processing of your personal data;

• The right to data portability in certain circumstances;

• The right to object to the processing of your personal data that was based on a public or legitimate interest;

• The right not to be subjected to automated decision making and profiling; and

• The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting the Business Owner at LMC Recruitment at info@lmcrecruitment.com

**5. Automated decision-making**

LMC Recruitment will occasionally use filters to identify an individual for consideration for a particular role. Those filters will be solely used to ensure that the individual has the relevant skill / qualification required for that particular role. This enables us to further evaluate those individual’s suitability.

**6. Social Media**

When conducting the recruitment process we may look at your social media profiles and/or other information which is publicly available, under no circumstances will this be data be processed.

**7. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact the Business Owner of LMC Recruitment at [info@lmcrecruitment.com](mailto:info@lmcrecruitment.com)

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at https://ico.org.uk/concerns/, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.