

PRIVACY POLICY

Central Staffing Limited is a recruitment business which provides work-finding services to its clients and work-seekers. We process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller.

we are committed to ensuring our candidates, clients and users of our website's information are kept private and secure.

We also aim to meet the obligation of transparency under the Data Protection Act 1998 (the "Act") and the General Data Protection Regulation 2018 ("GDPR")

Your personal information or data are information that identifies you as an individual, as such you may give your personal details to us 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.

We must have a legal basis for processing your personal data. 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 this privacy statement. At all times we will comply with current data protection laws.

1. Collection and use of personal data

Purpose of processing and legal basis

We will collect your personal data (which may include sensitive personal information) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our database, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

If you have opted-in we may also send you marketing information and news via email/ text. You can opt-out from receiving these at any time by clicking "unsubscribe" when you receive these communications from us.

In some cases, we may be required to use your data for investigation, reporting and detecting crime and to comply with laws that apply to us. We may also use your information during internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

Legitimate interest

This is where Central Staffing Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where we have relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping work-seeker records up to date;
- Providing work-finding services to you and our clients;
- Contacting you to seek your consent where we need it;
- Giving you information about similar products or services that you have used from us recently;
- To maintain our business relationship, where you are a user of our website, a client or candidate;
- For business development;
- for systems development and testing;
- To enable us deal with your enquiries or complaints

Statutory/contractual requirement

Employment purposes:

Entering into, or performing, a contract obligation between you and us or an employer for direct employment, through Central Staffing Limited

Submitting your CV to potential employer to access and process your job application for specific roles

To find positions that is most suitable for you, matching your details with job vacancies, to apply for these jobs, we send your personal information (including sensitive personal information where applicable) to our clients or potential employers

Confirm the references you provide to us as part of your job application requirement

We check relevant regulatory industrial bodies or authorities relevant to the position that you have applied for

To enable you subscribe to our job alerts. We retain your details and notify you about future job opportunities other than the specific role for which you have contacted us

We have certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not give us personal data we need to collect we may not be able to continue to provide work-finding services to you.

2. Recipient/s of data

We may process your personal data and/or sensitive personal data with the following recipients:

- Clients (whom we may introduce or supply you to)

- Former employers whom we may seek references from
- Other recruitment agencies in the supply chain

Trusted Third Parties

We may share your personal information and, where necessary, your sensitive personal information with trusted third parties that may be used to carry out suitability checks on work-seekers where we have retained them to provide services that you or our clients have requested, such as:

- employment reference checking;
- qualification checking;
- Disclosure and Barring Service (DBS), (if required);
- Nursing and Midwifery Council (NMC),
- General Medical Council (GMC)
- Mailing houses
- Payroll service providers or Umbrella
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
- insurers
- legal advisers
- Social networks
- IT and CRM providers

Regulatory and Law Enforcement Agencies

As noted above, if we receive a request from a regulatory body or law enforcement agency, and if permitted under GDPR and other laws, we may disclose certain personal information to such bodies or agencies.

Overseas Transfers

We may transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services where you consented to and have job interest. 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. The information we collect

As a recruitment business to effectively provide safe and secure job finding or employment services to our candidates and clients we collect personal information, including but not limited to your:-

Personal data:

Name

contact details

Email address

Nationality (through right to work check)

National insurance no.

Documentary evidence confirming your identity and address (such as a passport, driving licence or bills as proof of addresses),

Relevant information from your CV which includes (academic history -certificates/employment history)

Other information that you provide to us:-

Sensitive personal data:

Health information including whether you have a disability

Criminal conviction] (where is required)

Ethnic origin

1 Source of the personal data: we may also source your personal data through

- Jobs boards,
- LinkedIn
- Former employer
- A referee whose details you previously provided to us
- social networking website designed specifically for professional networking

4. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect them. Different laws may also require us to keep different data for different periods of time. For example, 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. If we need to keep your information on our database for future job finding services we will seek your consent.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

Where we have obtained your consent to process your sensitive personal data eg (DBS) we will do so in line with our retention policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your sensitive personal data

5. Job Alerts

To subscribe to job alerts emails, you will be required to provide your name and e-mail address, which will be used for keeping you informed, by e-mail, of the latest jobs in your nominated industry and to provide you with industry news and other information related to our services.

Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive

6. Curriculum Vitae

When you submit your CV via our website or by providing your CV to one of our consultants. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Your CV will be stored in our database and will be accessible by our recruitment consultants. database to enable them to provide their services to you. You can withdraw your permission for your data being processed

7. 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:

Data protection officer: **Blessing Alfred: blessing@centralstaffing.co.uk**

Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where we will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that we process is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

8. Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalized content. [See our cookies policy](#) and [terms of use](#)

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, see our [Cookie policy](#)

[Please note that in a few cases some of our website features may not function if you remove cookies from your browser.]

9. Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

10. Links to external websites

Our website may contain links to other external websites. Please be aware that Central Staffing Ltd is not responsible for the privacy practices of such other sites. When you leave our site, we encourage you to read the privacy statements of each website that collects personally identifiable information. This privacy statement applies solely to information collected by our website.

11 Sale of business

If our business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business when this happens we will tell you.

12. Data Security

We take every precaution to protect our users' information.
We have the following security measures in relation to the personal data processed,

Email encryption,
SSL
Use of passwords on computers and systems
Limited access

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) are granted access to your information.

We use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others we recommend that you do not select the “remember my details” function when that option is offered.

13. Changes to our privacy policy

This privacy policy can be changed by Central Staffing Limited at any time. If we change our privacy policy in the future, we will advise you of material changes or updates to our privacy policy by email, where you have provided us with your email address.

If you have any questions about the security of our website, you can email our data controller

Blessing Alfred
Suit 2.10 Margaret Powell House,
401-447 Midsummer Boulevard
Milton Keynes
MK9 3BN

Email: blessing@centralstaffing.co.uk

D/L: 01908915205

13. Changes to this privacy statement

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

14. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: **Y**

Blessing Alfred

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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.