

# *the* **RECRUITMENT SERVICES** *partnership*

<b>Company Name:</b>	Lyons (UK) Ltd t/a the Recruitment Services Partnership
<b>Document Name:</b>	Privacy Notice (when personal data is not obtained from data subject)
<b>Date:</b>	25 <sup>th</sup> May 2018
<b>Version:</b>	2

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. 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 has collected 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. Categories of data**

The Company has collected the following personal data on you:

Personal data:

- Name/contact details.

Sensitive personal data, to include, but not restricted to:

- Disability/criminal conviction relevant to providing you with our work finding services.

### **c. Legitimate interest**



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Where the Company has relied on a legitimate interest to process your personal data.

## **d. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data relevant to providing you with work finding services.

## **2. 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.

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.

Where the Company has obtained your consent to process your personal data, we will do so in line with our Data Protection Policy (a copy of which is attached).

## **3. 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 you have the right to withdraw that consent at any time.



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Please refer to our Withdrawal of Consent Form attached.

#### 4. Source of the personal data

The Company sourced your personal data/sensitive personal data by utilising the relevant available and applicable sources.

#### 5. Complaints or queries

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

Jason R.J. Lyons  
Director  
Lyons (UK) Ltd t/a the Recruitment Services Partnership

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.



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*Lyons (uk) Limited*