



Task Recruitment **GDPR Privacy Policy**

As part of any Recruitment process, Task Recruitment Ltd collects and processes personal data relating to Applicants, Candidates and Workers. We are committed to being transparent about how we collect and use this data while meeting obligations under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA).

We provide Recruitment outsourcing and contracting services. We collect the personal data of the following types of people to allow us to undertake our business;

- Prospective and placed candidates for permanent or temporary roles;
- Prospective and live client contacts;
- Supplier contacts to support our services;
- Employees, consultants, temporary workers;
- Contracting

How we receive information and how we may use it?

Task Recruitment Ltd receive your personal data when you apply directly for an advertised role via our website; when you apply directly to be a candidate for whom we can facilitate a job search or via a third party when you respond to a job advertisement placed by Task Recruitment Ltd on a job board on behalf of a third party client.

We collect a range of information about you, this includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, which may include benefit entitlements;
- Information about your entitlement to work in the UK
- Information needed for payroll
- Information needed for equal opportunities monitoring policy
- Whether or not you have a disability for which reasonable adjustments might be required during the recruitment process

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made and will inform you that we are doing so.

During communications either be telephone conversations or face to face interviews with Task Recruitment Ltd, we may collect personal information as stated above which may be stored on your personal record. This information facilitates our ability to support your job search and to provide a basis for recommendation when short-listing candidates for a particular role. By explicitly providing consent when you register with Task Recruitment Ltd,

you are providing permission for our storage of this information. Task Recruitment Ltd will never share personal information or a CV with a third party without your consent.

Task Recruitment Ltd may process special categories of data, such as information about gender, sexual orientation or religion or belief, to monitor recruitment statistics for the requirement by The Fair Employment and Treatment (NI) order 1998.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment while abiding by The Disability Discrimination (NI) Act 1995.

For some roles, we are obliged to seek information about Criminal Convictions and Offences when relevant; When Task Recruitment Ltd seeks this information, it does so due to it being necessary for us to check if the applicant has spent or unspent convictions which will affect roles being considered for, this also will include depending on the role if you require a background check if the role is to work with Vulnerable Adults. You will be made aware if an AccessNI certificate is required for the job role.

If your application is unsuccessful, Task Recruitment Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose.

Where do we hold data?

Task Recruitment Ltd collect information in a variety of ways either by Application Forms, CV's and Resumes via different outlets such as our own Website, Job Boards, Post, Email and Online Portals.

We store data in a range of different places: our Reserve Database and on other IT systems including email which are all password protected and encrypted with access only from Task Recruitment staff.

Who has access to this data?

Your information may be shared internally for the purposes of the recruitment exercises. This includes members of the HR and Recruitment team. If you would like to progress with the recruitment exercise for the role applied, we will share your CV/ Application Form to the client discussed on your consent. We will not share you data with third parties without your approval.

Reservation Database – What is this?

We may on occasion contact candidate's stored in our database. When you apply for a job using our website, you will be asked to tick a box indicating that you consent to us storing the personal data you have provided. By providing consent to our storage of your personal data, you are also providing consent to us contacting you if we receive details of a role which specifically matches your career aspirations.

How does Task Recruitment Ltd protect data?

We take the security of our data seriously. We are aware of our responsibility as a recruiter to protect your information and to only share details with third parties upon receipt of your explicit consent. All of our systems are protected and only Task Recruitment Ltd staff have access to the personal information stored in your registration.

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you. If personal data is taken or exposed from Task Recruitment Ltd records without our consent, we will provide reports surrounding that exposure within 72 hours of being notified of such an event and take any action necessary to restore security of your personal data.

Contacting Recruitment Consultants direct:

If you contact one of our Recruitment Consultants directly and request they consult with you regarding your job search, or regarding a particular job role, you are giving your consent to Task Recruitment Ltd processing your email and the data contained within your email.

By sending an up to date CV directly to one of our staff members you are giving consent to Task Recruitment Ltd processing and storing that information, as stated above. We will not share you information with any third party without your explicit consent.

How long does Task Recruitment Ltd keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful within a Temporary contract, your personal data will be gathered and transferred onto Accounts Department for the use of payroll during your employment.

If your application for employment is successful within a Permanent contract of our client, your personal data such as your telephone number, email address and home address will be shared for the purpose of the client's contract of offer to introduce the Permanent role, only on your approval.

Your Rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

Once Task Recruitment Ltd has received your request on any of the above, we will complete this within 30 days.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Task Recruitment Ltd during the recruitment process of finding a suitable role. If you do not provide the information, we may not be able to process your application fully.

Access

If Task Recruitment Ltd receives a request for access to personal information, we will require verifying your identity before releasing your personal data. We will not release information to any third party.

If you would like to make a request for access to your personal information, please contact:

Rachelf@taskrecruitment.com, alternatively you can contact us by writing to us at: Rachel Foreman, Task Recruitment Ltd, 16 Downshire Road, Holywood, BT19 1RB

Complaints Procedures

If you have a complaint about the way your data has been stored and handled by Task Recruitment Ltd, please contact us at Rachelf@taskrecruitment.com. Alternatively you can contact us by writing to us at: Rachel Foreman, Task Recruitment Ltd, 16 Downshire Road, Holywood, BT19 1RB.

Changes to our Privacy Policy

This privacy policy may be changed by Task Recruitment Ltd at any time. Any changes to our Privacy Policy will be updated on our website.

Contact:

If you have any questions or concerns, please email our Data Protection Officer at Rachelf@taskrecruitment.com, or alternatively you can contact us by writing to us at: Rachel Foreman, Task Recruitment Ltd, 16 Downshire Road, Holywood, BT19 1RB.