

## Privacy Policy

At Charity People we value openness, fairness and transparency. We believe that it is only right that you know exactly what it is that we will do with the information you provide us.

The Data Controller is Charity People. Our registration number in the Data Protection Register is Z5159610. The Data Protection Officer is Danny Swift.

### Candidates

The personal details we request from you include your name, telephone number, email address and CV. We may also request more sensitive personal information such as criminal convictions or any other information pertinent to your job applications.

This information is held, used and disclosed by us to provide our services for you. This includes enabling you to submit your CV for general applications, submitting your CV for specific jobs or to subscribe to email job alerts. We will also match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs. We will always contact you before we send your CV and any other information to potential recruiters. We will not send your CV or other details to potential recruiters without your permission. We do not send your information to any other third party and will not in any circumstances without your prior consent. We may also send you a newsletter via email. You will always be able to unsubscribe from these email newsletters.

We may also process information we find on social media such as LinkedIn, Facebook and Twitter to improve our chances of finding you a suitable role, depending on your privacy settings and/or interaction with us. It is in Charity People's legitimate business interests to process personal data we find on social media, we will of course request your permission before submitting these details to a third party or within one month of processing the personal data, whichever is the sooner.

We will also store email communications we have with you.

We will store information regarding visas, CRB, proof of your identity, payroll data and any other documents necessary for working in the UK if you undertake temporary work on behalf of Charity People.

We will store information regarding temporary work carried out on behalf of Charity People for a minimum of 6 years. This is required for tax assessment purposes.

It is in Charity People's legitimate business interests to keep your details for up to 6 years if you have registered with us. We believe that it is in your interests too. If we have not found anything for you after 6 years we will contact you again and ask you if you would like Charity People to retain your details to find future vacancies. If you do not reply, we will delete your details. If we cannot help you, we will inform you why we cannot help you and will immediately delete your details.

You can update your details by uploading your CV and updating your contact details via the members' area of our website. If you wish to see a copy of your details or have your details removed please email [dataprotection@charitypeople.co.uk](mailto:dataprotection@charitypeople.co.uk).

Your IP address is used to gather broad demographic information, and for other purposes such as monitoring visitor frequency to our website, this data is not shared. We also use cookies for these purposes.

### **Client Contacts**

Charity People require client contact data to manage the progress of vacancies with the client. Consent is given by contacts to manage vacancies on your behalf. We also believe it is in our legitimate business interests to retain client contact data and to process publicly available client contact data to promote Charity People's services. We only process data of individuals we believe will benefit from Charity People's services. Client contact data is deleted if there is no activity on their record for 6 years.

The personal information that we hold will be held securely in accordance with our internal security and the law.

The Charity People website may contain various links to other sites. These sites have their own policies and practices with respect to online privacy, and Charity People cannot be responsible for the privacy practices or the content of these sites.

If you have any queries regarding Charity People's privacy policy or wish to have your details removed, please contact [dataprotection@charitypeople.co.uk](mailto:dataprotection@charitypeople.co.uk)

### **Privacy Policy Changes**

Although most changes are likely to be minor, Charity People may change its Privacy Policy from time to time. Charity People encourages visitors to frequently check this page for any changes to its Privacy Policy. If we make changes, we will notify you by revising the change log below, and, in some cases, we may provide additional notice (like adding a statement to our home page, or sending you a notification by email). Your further use of our services after a change to our Privacy Policy will be subject to the updated policy.

### **Last updated:**

22.02.2023 – Client contacts amended.

25.05.2018 – Privacy Policy added to Charity People website.