

PSM Recruitment Ltd Privacy Policy

PSM Recruitment is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

Contact details

Post

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Email

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ICO Ref Number: **C1504037**

What information we collect, use, and why

- Names and contact details
- Addresses
- Date of birth
- Purchase or account history
- Identification documents

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Marketing preferences
- Location data

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (eg basic checks and higher security clearance)

We also collect or use the following information for **recruitment purposes**:

- Biometric information (where used to identify someone)
- Health information

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legal obligation
- Legitimate interest:
 - We provide candidates to companies for recruitment purposes, we have to check right to work, ability to do the job, criminal convictions
- Public task

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent
- Legitimate interest:
 - We collect information to send emails or call candidates to offer a job that they may be interested in.

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent
- Contract
- Legal obligation
- Legitimate interest:

- We collect information for legal purposes to check applicants right to work and suitability for the role

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent
- Contract
- Legal obligation
- Legitimate interest:
 - We collect information for right to work, contact candidates and clients regarding job roles and suitability for the role

Where we get personal information from

- People directly
- Previous employers
- Third parties:
- Networking events

How long we keep information

The Company will retain your personal data only for as long as is necessary. Typically this is for no more than 2 years without any activity or contact, although different laws require us to keep different data for different periods of time.

Who we share information with

Data processors

**Access UK Ltd, Recruitment Database, Armstrong Building
Oakwood Drive Loughborough LE11 3QF, Quickbooks, accounting
software system 5th Floor Cardinal Place, 80 Victoria Street,
London, SW1E 5JL, Microsoft Office 365, Microsoft Campus, Thames
Valley Park, Reading RG6 1WG**

This data processor does the following activities for us: Access UK Ltd (Vincere) is a Recruitment software, they store all information on candidates, clients and all HR records Quickbooks is an accounting software system and they store financial information for invoicing and paying suppliers, they also hold candidate and client information, Microsoft for storing Candidate and client information, emails, documents

Others we share personal information with

- Relevant regulatory authorities
- Organisations we're legally obliged to share personal information with
- Publicly on our website, social media or other marketing and information media (where appropriate)
- Previous employers
- Other relevant third parties:
 - We share information with Clients/ companies and candidates applying for jobs

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

2 July 2024

