

Privacy notice

Computer Recruitment Services
Ltd. (“CRS”)

March 2018

Categories of data subjects and personal data

Data Subject: Candidate

Personal data:

- Name
- Address
- Contact details (Telephone, Email)
- Gender, nationality
- Date of birth
- Qualifications, education details, work history
- Any other information on the candidate's CV that has been supplied to CRS

Data Subject: Client

Personal data:

- Name
- Company, Job title, Company address
- Contact details (Telephone, Email)
- Any other information that the client contact has supplied to CRS

Data Subject: CRS Employee

Personal data:

- Name
- Address
- Contact details (Telephone, Email)
- Gender, nationality
- Date of birth
- Qualifications, education details, work history
- Any other information on the employee's CV that has been supplied to CRS

Purposes of processing

Candidate

In order to fulfil our legal and business obligations we collect personal information from the candidate such as name, address, telephone numbers, email addresses and any information he/she has supplied to us on their CV, by email, by post or by telephone. The provision of their personal information is required in order to process their requests and for us to provide a service to them.

Information will be retained, processed and disclosed by us in the following ways:

- To allow the candidate to submit a CV in response to job vacancies that we have advertised.
- To match the candidate's experience as listed on their CV to current and future job opportunities.
- To forward the candidate's personal details and CV to companies for the purpose of applying for vacancies.
- To keep the candidate informed of job opportunities which we think may be of interest to them.
- To preserve our business relationship with the candidate.
- To carry out our obligations arising from any contracts entered into between the candidate and CRS. As a result, the candidate's information will be accessible to and processed by our recruitment consultants, responsible management, human resources, accounting, audit, compliance, information technology, legal and other corporate staff, only if they have a legitimate business need to do so.
- To notify the candidate about changes to our service.
- To third parties in the event that our business merges with or is bought by another business or company, in which case we may disclose the candidate's personal data to that organisation.

Purposes of processing

Client

In order to fulfil our legal and business obligations we collect personal information such as the client's name, address, telephone numbers, email addresses and any information that they have supplied to us, by email, by post or by telephone. The provision of their personal information is required in order to process their requests and for us to provide a service to them.

Information will be retained, processed and disclosed by us in the following ways:

- To allow us to contact the client in response to job vacancies that we have advertised on their behalf.
- To preserve our business relationship with the client.
- To carry out our obligations arising from any contracts entered into between the client and CRS. As a result, the client's information will be accessible to and processed by our recruitment consultants, responsible management, human resources, accounting, audit, compliance, information technology, legal and other corporate staff, only if they have a legitimate business need to do so.
- To notify the client about changes to our service.
- To third parties in the event that our business merges with or is bought by another business or company, in which case we may disclose the client's personal data to that organisation.

Purposes of processing

CRS Employee

In order to fulfil our legal and business obligations we collect personal information such as the employee's name, address, telephone numbers, email addresses and any information they supply to us on their CV, by email, by post or by telephone. The provision of the employee's personal information is required in order for CRS to employ and/or engage them.

Information will be retained, processed and disclosed by us in the following ways:

- To preserve our relationship with the employee.
- To carry out our obligations arising from any contracts entered into between the employee and CRS. As a result, the employee's information will be accessible to and processed by our recruitment consultants, responsible management, human resources, accounting, audit, compliance, information technology, legal and other corporate staff, only if they have a legitimate business need to do so.
- To notify the employee about changes to our service.
- To third parties in the event that our business merges with or is bought by another business or company, in which case we may disclose the employee's personal data to that organisation.

Lawful basis of processing

Candidate

- Contract - Processing is necessary for the performance of a contract to which the candidate is party or in order to take steps at the request of the candidate prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which CRS is subject to.

Client

- Processing is necessary for the performance of a contract to which the client is party to or in order to take steps at the request of the client prior to entering into a contract.
- Processing is necessary to carry out our obligations arising from any contracts entered into between the client and CRS.
- Processing is necessary for compliance with a legal obligation to which CRS is subject to.

CRS Employee

- Processing is necessary to carry out our obligations arising from the contract entered into between the employee and CRS.
- Processing is necessary for compliance with a legal obligation to which CRS is subject to.

Data retention

Data is retained for as long as we have consent or to fulfil our contractual obligation or if there is a legal obligation to do so (whichever is the longer).

Right to be informed

Under the GDPR you have the right to be informed. It is our obligation to provide 'fair processing information' by way of this privacy notice. It emphasises the need for transparency over how we use your personal data.

Right of access

Under the GDPR you have the right to obtain:

- confirmation that your data is being processed.
- access to your personal data.

Requests can be made by email to the data controller and we will respond to you within 30 days.

Right of rectification

Under the GDPR you have the right to have your personal data rectified if it is inaccurate or incomplete. Requests can be made by email to the data controller and we will respond to you within 30 days.

Right to erasure

Under the GDPR you have the right to erasure (also known as 'the right to be forgotten').

This right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. Requests can be made by email to the data controller and we will respond to you within 30 days.

Right to restrict processing

Under the GDPR you have the right to 'block' or suppress processing of personal data. When processing is restricted, CRS is permitted to store the personal data, but not further process it. Requests can be made by email to the data controller and we will respond to you within 30 days.

Right to data portability

Under the GDPR you have the right to data portability. This allows you to obtain and reuse your personal data for your own purposes across different services. It allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability. Requests can be made by email to the data controller and we will respond to you within 30 days.

Right to object

Under the GDPR you have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
- direct marketing (including profiling).
- processing for purposes of scientific/historical research and statistics.

Rights related to automated decision making including profiling

Under the GDPR you have the right to be informed of any automated decision making (including profiling) activities in relation to the data that you have provided us. CRS do not currently use these methods and have no intention of doing so. If the situation changes you will be informed before any automated decision making (including profiling) takes place.

Consequences of failing to provide personal data

If you fail to provide personal data to CRS when requested, we may not be able to assist you with applying for advertised vacancies.

Data breach

In the event of a personal data breach that is likely to result in a high risk to your rights and freedoms, we will inform you without undue delay. The following information will be provided:

- the name and contact details where more information can be obtained.
- a description of the likely consequences of the personal data breach.
- a description of the measures taken, or proposed to be taken, to deal with the personal data breach and including, where appropriate, of the measures taken to mitigate any possible adverse effects.

Data Controller

Contact person	Parsh Batra
Tel	+44 7973 820 832
Email	parsh@crsplc.com

