

Candidate Privacy Notice

Introduction

Key Global Recruitment (“KGR”) are committed to ensuring that your privacy is protected. We believe successful relationships require transparency, mutual trust and understanding and the respect of individual preferences and choices.

Please read the following Privacy Notice carefully to understand KGR’s views and practices regarding your personal data. This Privacy Notice sets out the basis on which any personal data we collect from you, collect about you from external sources or that you provide to KGR, will be processed.

Definitions

Key Global Recruitment - is the data controller and when we mention “us”, “our” “we” are referring to us as KGR, the recruitment company, KGR who are putting you forward as the Candidate to the Client.

Candidate – is the data subject and when we mention “you”, “your” we are referring to you as the candidate, the individual who is the subject of personal data.

Client – where we mention Client we are referring to the Company that we will be supplying your CV to for a particular role with the Client

Terms of Reference:

Key Global Recruitment is the data controller of your personal data under this Notice. As the data controller of your personal data, we determine the way it is processed when it is supplied to us, how it may be processed in the future and what it is used for.

Who are we and what do we do?

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (“our business”). We provide Digital, Technology & recruitment services.

Our registered office 1st Floor, Spindle Mill, Spindle Street, Congleton, Cheshire, CW12 1QN. Key Global Recruitment is a registered company in England & Wales, with our Registered No. 11840445
Why do we collect your personal data and how do we process it?

We collect and use your personal data to provide services to you. We do this:

- to fulfil the legitimate purposes of KGR recruitment services, such as informing you about available vacancies or relating to your registration or job vacancy application or by matching your details to job opportunities
- to create your unique profile on the KGR database to aid the recruitment process (we will only record information provided by you which we consider is relevant to assist with services and obligations)

- to answer your questions and enquiries and to obtain updates from you regarding your current or future career plans
- to develop and improve KGR recruitment services, Website and other related business processes
- to assess your suitability, qualifications and skills, not only for current work but also for vacancies which we think may be of interest to you in the future
 - to fulfil KGR's contractual obligations arising from any contracts we intend to enter into or have entered into between KGR and you or KGR and our clients
- to fulfil KGR legal and regulatory obligations
 - to keep you informed by email, telephone and/or social media about relevant future work opportunities and other marketing communications.
 - to meet our legitimate interests in collecting and retaining your personal data is described below:

As a recruitment business and recruitment agency we introduce candidates to clients for permanent employment, The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

What types of personal and sensitive data do we collect?

Personal Data:

In order to aid the recruitment process we will ask you to provide your personal data by registering with us via our website www.keyglobalrecruitment.com , filling in forms via our Website or by corresponding with us by phone, e-mail, LinkedIn or otherwise. It includes information you provide when you register to use our site, to enter our database, subscribe to our services, or meet our consultants. This includes, but is not limited to: full name, address, e-mail address, full CV, telephone numbers, financial information, compliance documentation, references verifying your qualifications and experience, your right to work in the United Kingdom, curriculum vitae and photograph, your work and education history, links to your professional profiles available in the public domain (e.g. LinkedIn, Twitter, Facebook), and any other relevant information you choose to provide, such as your preferences, e.g. preferred location of employment, areas of interest as well as your contact and marketing preferences.

Sensitive Data:

Should we have a genuine reason to request and retain your sensitive personal data we will first explain why and then request and record your explicit consent to do so.

Data collected indirectly:

There may be circumstances where we have not received your personal data directly from you and would like to retain it. This is information we may obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card, and personal recommendations. In this case we will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source

the personal data originates from and whether it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

Consent:

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email, by LinkedIn, or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

How do we secure the Personal Data we collect?

We are committed to ensuring that your personal data is secure and take all reasonable steps to protect it against unauthorised access, processing, erasure, loss or use. KGR security systems and policies are regularly reviewed, and all employees receive comprehensive security and privacy training. Sending information over the internet or by email is generally not completely secure, and we can't guarantee the security of your data while it's in transit.

Who will we share your personal data with?

We may disclose your personal data to third parties where there is a valid and genuine need to do so; examples include:

- Employees and representatives of KGR for legitimate and relevant business purposes
 - Prospective employers, including clients of KGR, (who may also retain such data for future recruitment purposes)
- Providers engaged by clients of KGR to manage the recruitment process
- External vetting bodies e.g. to obtain criminal record checks
- Third parties who have a legitimate reason to access KGR business technology systems such as contractually engaged IT Services providers or recruiting systems providers for the purposes of technical support or development
- Any professional association, registration body, regulatory or law enforcement agency if we are required by law to do so

We will always ask for your explicit permission before sharing your personal data with any prospective employers or third parties.

Do we transfer your personal data outside of the EEA?

the data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be transferred to third parties outside of the EEA for the purpose of our recruitment services. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. This includes staff engaged in, among other things, our recruitment services and the provision of support services. KGR will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice. If such a transfer is necessary, we will only do so once we've obtained your explicit consent, and only in the context of providing our recruitment services to you. We will take all reasonable precautions necessary to ensure that data transferred outside of the EEA is treated and stored securely.

How long will we hold your Personal Data for?

We will only retain and process your personal data for as long as is necessary in accordance with our legitimate interests, or for as long as we are legally obliged to do so. We will use reasonable means to ensure that your personal data is correct and up to date, however, we also rely on you to notify us of any changes to your personal data to ensure that our records are accurately maintained. It is KGR's policy to contact you every 6 years to renew your consent to continue to retain your personal data. Should we not obtain this consent, we will securely delete your personal data.

What are your rights?

You have many rights which enable you to control and protect your personal data.

Right to be Informed

This Privacy Notice details our obligation to provide you with 'fair processing information'. We aim to provide total transparency regarding how your data