



**Company Name:** Love & Tate Ltd including Pitman Training, London EC2 & W1 ('the Company')

**Company Contact details:** Eileen Yurdakul

**Document DP5A** **Privacy Notice**

**Topic:** **Data Protection**

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The Company is a recruitment and training business which provides career advice, job search and work-finding services and vocational training and development to its clients, work-seekers, private learners and corporate delegates. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a job board or social media networking site. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you and/or providing training programmes we will only use your personal data in accordance with the terms of the following statement.

## 1. COLLECTION AND USE OF PERSONAL DATA

### a. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

#### **b. Legitimate interest**

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows

- Processing is necessary for the performance of a contract with you in order to provide the services that you have requested - of job finding and/or delivering training.
- Processing is necessary for the performance of services to employers that we may put your details forward to for specific permanent or temporary assignments and to ensure you are paid for work done

#### **c. Recipient/s of data**

The Company will not process your personal or sensitive data with any third party, except with your consent to provide:

- **Personal Data:** To potential employers you are interested in
- **Sensitive personal data** (if required): To potential employers who offer you temporary assignments/contracts or permanent positions

#### **d. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement by a potential employer when you are applying for a temporary, contract or permanent position. It may also be a requirement to enter into a contract with the company or employers.

- If you do not supply the personal information required the consequences are that you may lose out on any job applied for or we will not be able to put you forward for interview or work.

## **2. DATA RETENTION**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation – currently 6 years.

Contractually many clients require us to keep records for 6 years if you have worked with them or been appointed to a permanent role.

Where the Company has obtained your consent to process your personal/ sensitive personal data we will do so in line with our retention policy:

#### **a) Recruitment Services:**

- 2 years after our last contact if we have not found work for you

- 6 years after any temporary assignment through the company was completed or the commencement of any permanent role found through the company

**b) Training Services:**

- Two years after the end of your training programme or after our last contact with you

Upon expiry of that period the Company will inactivate your record or seek further consent from you. Where consent is not granted the Company will cease to process your personal data and /or sensitive personal data.

### 3. YOUR RIGHTS

Please be aware that you have the following data protection rights:

- To be informed about the personal data the Company processes on you
- To have access to the personal data the Company processes on you
- To rectification of your personal data
- To erasure of your personal data in certain circumstances
- To restrict processing of your personal data
- To data portability in certain circumstances
- To object to the processing of your personal data that was based on a public or legitimate interest
- Not to be subjected to automated decision making and profiling
- To withdraw consent at any time

Where you have consented to the Company processing your personal data/sensitive personal data you have the right to withdraw that consent at any time by contacting the person you work with in the company or Eileen Yurdakul who handles data protection issues .

### 4. COMPLAINTS OR QUERIES

**SHOUT!** If you wish to complain about this privacy notice or any of the procedures set out in it please contact the person you work with in the company or Eileen Yurdakul who handles data protection issues. We will aim to resolve any dissatisfaction straight away.

You also have the right to raise concerns with Information Commissioner's Office in the UK on 0303 123 1113 or at <https://ico.org.uk/concerns/> if you believe that your data protection rights have not been adhered to.