

Company Name:	GK Search Ltd ('the Company')
Company Contact details:	Jack Knibbs- jack.knibbs@gk-search.co.uk / 0118 4666766
Document DP5A/B	Privacy Notice (when personal data is obtained from the data subject/3 rd Party)
Topic:	Data protection
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The Company is a recruitment business which provides work-finding services to its clients and work-seekers. 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 jobs board. 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 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 of the individual for one or more specific purposes.
- Processing is necessary for compliance with a legal obligation that the controller is subject to.
- Processing is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.

b. Legitimate interest

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

- Establishing compliance with contractual obligations with Clients or suppliers
- Addressing any query or dispute that may arise including establishing, exercising or defending any legal claims
- Protecting our reputation
- Maintaining a back-up of our system, solely for the purpose of being able to restore the system to a particular point in the event of a system failure or security breach
- Evaluating quality and compliance including compliance with this Privacy Notice
- Determining staff training and system requirements

Using your personal data to:

- Assess suitability and contact you regarding potential opportunities and/or our service
- Collate market information or trends including providing analysis to potential or actual Clients
- Source potential opportunities or roles as part of our Recruitment Services
- Personalise your experience and our offering, whether via our website or otherwise

c. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Clients of GK Search Ltd whom you have given consent for your data to be shared in accordance with work related services

d. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- Offer of employment will be withdrawn from our client
- GK Search cannot assist in finding the individual new job opportunities

e. Categories of data

The Company has collected the following personal data on you:

Personal data:

- Name
- Address
- Email and other contact details
- Date of birth
- Job history (including information relating to placements through us)
- Educational history, qualifications & skills
- Visa and other right to work or identity information
- Passport
- Bank details
- National insurance and tax (payroll) information (interim candidates)
- Next of kin and family details
- Contact details of referees
- Personal information relating to hobbies, interests and pastimes
- Information contained in references and pre-employment checks from third parties
- Other sensitive personal information such as health records (see 'Sensitive Personal Data' section below)
- Your marketing preferences
- Photograph

2. Overseas Transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. 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.

Where the Company has obtained your consent to process your personal data, we will hold on to this for as long as necessary unless specified otherwise. Where consent is not granted the Company will cease to process your personal data.

4. Your rights

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

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

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting Jack Knibbs jack.knibbs@gk-search.co.uk/01184666766

5. Source of the personal data

The company sourced your personal data by the following means:

- Job boards
- LinkedIn
- Curriculum Vitae, application or registration form)
- A Client

- Other candidates
- Online jobsites
- Marketing databases
- The public domain
- Social Media
- At interview
- Conversations on the telephone or video conferencing (which may be recorded)
- Notes following a conversation or meeting
- Our websites and software applications

6. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Jack Knibbs- jack.knibbs@gk-search.co.uk/ 0118 4666766

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.