

Privacy Policy

Who are we?

mr.smith group of Riverside Chambers, Full Street, Derby. DE1 3AF.

We are a multi-disciplinary Group providing Business Support Services through four focused divisions. Our core offering of Business Improvement, Events Management, Estate Management and Recruitment are integrated with a focus on optimising the People, Process & Assets of the clients we work with.

What does this Policy cover?

We at mr.smith group take your personal data seriously.

This policy:

- sets out the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with who we will share your personal data;
- sets out the legal basis we have for using your personal data;
- explains the effect of refusing to provide the personal data requested;
- explains the different rights and choices you have when it comes to your personal data; and
- explains how we may contact you and how you can contact us.

What personal data do we collect about you?

We collect the information necessary

- to deliver our services to clients
- when you buy or use any of our services or products
- subscribe to any newsletters, alerts or other services from us
- where your information is publicly available

This information may include information provided to us to be able to find available opportunities and further information needed to assess your eligibility through the different stages of recruitment. This information includes identification documents, educational records, work history, CVs, employment and references.

We may also collect and process sensitive personal data about you, in the form of information where you have given your explicit consent.

Where do we collect personal data about you from?

The following are the different sources we may collect personal data about you from:

- Directly from you. This is information you provide to us. This could include information provided by you while searching for a new assignment or opportunity.
- From an agent/third party acting on your behalf.
- Through publicly available sources. We use the following public sources:
 - LinkedIn
 - Job Boards
 - By Reference or word of mouth. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

Where we collect your information through publicly available sources as set out above, we may do this with the aid of software programs. These programs are given parameters on the requirements of a role or assignment and search through publicly available sources to find such information.

How do we use your personal data?

We use your personal data to ensure that you receive the best possible service from us. In terms of recruitment we use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and then pass this on to the client in search of personnel. Further information may be collected if the process progresses through further stages.

How long do we keep your personal data for?

We keep your information in accordance as follows:

Candidate data: Up to three years

Contractor and Associate data: Up to seven years

Client contact details: Up to six years

Who do we share your personal data with?

- Companies in the mr.smith group.
- Companies who are engaged to perform services on behalf of the mr.smith group.
- A third party or body where such disclosure is required by any applicable law or other legal or regulatory requirement.

We may share your personal data with a client who has an opportunity or position to fill, in order to determine with the client whether you are a good fit for the available position. Our clients cover various industries and are situated throughout the UK and EEA and USA. We may also conduct checks on you to verify the information you have provided is correct.

If we send your information to a country outside of the EEA, we will ensure that your information is properly protected. We will always ensure that there is a proper legal agreement that covers that data transfer and that the country has been deemed to have data protection standards in line with those of the EEA.

What legal basis do we have for using your information?

For prospective clients, candidates, contractors and referees, our processing is necessary for our legitimate interests in that we need the information in order to be able to deliver services to our clients. This may include the need to assess your suitability for potential opportunities, to find potential candidates and to contact clients and referees.

We carry out a 'balancing test' to ensure that our processing is necessary and that your fundamental rights of privacy are not outweighed by our legitimate interests, before we go ahead with such processing.

If you are interviewed and submitted as a candidate, then this may involve the processing of more detailed personal data including sensitive data such as health information that you or others provide about you. In that case we always ask for your consent before undertaking such processing.

For clients, we may also rely on our processing being necessary to perform a contract for you, for example in contacting you.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal data necessary or withdraw your consent for the processing of your personal data, we may not be able to deliver the services that have been contracted or match you with available job opportunities.

Do we use Cookies to collect personal data on you?

To provide better service to you on our websites, we may use cookies to collect your personal data when you browse.

Do we transfer your data outside the EEA?

At present we transfer personal data to the following countries outside the EEA:

U.S.A

To find out more about how we safeguard your information as related to transfers contact us using the contact details below.

What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

Rights

What does this mean?

1. The right to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.

2. The right of access

You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy).

This is so you're aware and can check that we're using your information in accordance with data protection law.

3. The right to rectification

You are entitled to have your information corrected if it's inaccurate or incomplete.

4. The right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

5. The right to restrict processing

You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

6. The right to data portability

You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

7. The right to object to processing

You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).

8. The right to lodge a complaint

You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.

9. The right to withdraw consent

If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know.

How will we contact you?

We may contact you by phone, email or social media. If you prefer a particular contact means over another, please just let us know.

How can you contact us?

If you are unhappy with how we've handled your information, or have further questions on the processing of your personal data, contact us here:

mr.smith group of Riverside Chambers, Full Street, Derby. DE1 3AF.

GDPR@mrsmithgroup.com