



OUR PRIVACY POLICY for CANDIDATES

Adhering to the GDPR (General Data Protection Regulations) – coming into effect 25th May 2018

1.0 INTRODUCTION - What is GDPR?

General Data Protection Regulation is designed to protect the rights of around 750 million people across the EU. It's focused on rights to your personal information bringing the UK in line with regulations that already exist in countries like Germany, Canada, and Australia.

From 25th May 2018, candidates will have to give explicit consent - or recruiters will have to demonstrate a legitimate interest - for personal data to be collected and used. Candidates can object to the processing of their data for profiling purposes and they can request their personal data be deleted when it's no longer required at any point. Recruitment Agencies need to adhere to the ICO (Information Commissioner's Office) guidelines or work to GDPR best practices in order to comply with regulations.

2.0 ICO Registration

Our "Data Protection Controller" is Sarah Kemp (Director) and the company's Reference with the ICO is ZA189773. A copy of our certificate with the ICO can be found on our website:

www.blackbiro.co.uk

3.0 Candidate Information

Black Biro Recruitment receives candidate information from various sources:

- Applications directly from candidates who have seen jobs advertised on job boards such as CV Library, Reed, Totaljobs, Indeed etc or direct applications via our website
- Searches by Black Biro staff on job boards' CV databases
- Applications via email – either for specific roles or speculative approaches

Information we may store about you includes:

- CV (including Name, Address, Contact Details)
- Employment history
- Educational history
- Evidence of the right to work
- References
- Salary & Pay details

We will only forward your CV onto other parties with your explicit consent – eg after having discussed a job role with you and you agreeing in writing to your CV being put forward.

Black Biro works in collaboration with other selected Recruitment Agencies and again, we will only forward your CV to them after having your gained explicit written consent.

Other ways we may process your data is in order for temporary staff to be paid via a third-party organisation and again, this will only be done with your explicit written consent.

One of the key principles of GDPR is accountability, meaning we must show candidates how our agency complies with the updated data protection principles.

4.0 How we may Use and Store your Information

In order to be transparent regarding how we use Personal Information the information below details how we may process your data:

- **How we store candidate information**
We use a cloud-based CRM system which is fully secured under SSL encryption
We may also store information on a Microsoft cloud. Microsoft has the largest certified compliance portfolio, with services architected to be secure by design
- **How long we keep candidate information**
We typically store candidate information for 2 years, and then delete your information. We keep your information to be able to contact you regarding other job opportunities that might be suitable for you.
- **What rights do candidates have to access their data**
At any time you can contact Black Biro Recruitment to ask what information we are storing on you and you can request this data to be deleted at any time by emailing sarah@blackbiro.co.uk or calling 07789 112595 / 01480 352118
- **The reasons why we store candidate data**
We store your data securely in order to be able to act as a facilitator for your job hunting. Black Biro Recruitment aims to enable perfect matches between candidate and employer and therefore we are acting on your behalf regarding job applications.

We also store your data for compliance reasons (eg if we have placed you in a role, we need to keep your data for legal purposes – eg proof of eligibility to work in the UK for the HMRC)

5.0 Reporting a Breach of Personal Data Processing

Should you need to report a breach of privacy of your personal data you should contact the ICO in one of the following ways:

WEBSITE	www.ico.org.uk
EMAIL	casework@ico.org.uk
TELEPHONE	0303 123 1113 (local rate – calls to this number cost the same as calls to 01 or 02 numbers). If you're calling from outside the UK, please call +44 1625 545 745.