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## PRIVACY NOTICE

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### **BACKGROUND:**

Alexander James Recruiting Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our candidates and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

#### **1. Information About Us**

Alexander James Recruiting Ltd

Email address: alex@alexanderjamesrecruiting.co.uk

Telephone number: 01905 311 213

Registered Address – County House, St Mary's Street, Worcester, Worcestershire,  
WR1 1HB

UK Registration Number - 09993635

VAT Registration Number - 235 6317 13

#### **2. What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

#### **3. What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

#### **4. What Are My Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. The right to restrict (i.e. prevent) the processing of your personal data.

- e) The right to object to us using your personal data for a particular purpose or purposes.
- f) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- g) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

## 5. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us).

- Name;
- Date of birth;
- Gender;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Information about your preferences and interests;
- Your Employment History

Your personal data is obtained from the following third parties:

- other job sites that you as an individual have an active subscription with.

## 6. **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Supplying our service to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our service for you.
- Communicating with you. This may include responding to emails or calls from you.

7. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary and in accordance with legal requirements and guidelines. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- We will review on a regular basis whether it is appropriate for us to retain your information.
- Should you inform us that you no longer wish us to retain your information and we are not required to retain your information for legal reasons.

8. **How and Where Do You Store or Transfer My Personal Data?**

We will only transfer your personal data within the EEA or to countries that the European Commission has deemed to provide an adequate level of personal data protection.

9. **Do You Share My Personal Data?**

We may share your personal data with other companies for the purposes of recruitment.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

If any personal data is transferred outside of the EEA – in our case specifically third party software providers, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR, as explained above in Part 8.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection,

including to make a subject access request, please use the following details:

For the Attention Of: Alex Hopkirk

Email address: [alex@alexanderjamesrecruiting.co.uk](mailto:alex@alexanderjamesrecruiting.co.uk)

Telephone number: 01905 311 213

Postal Address: County House, St Mary's Street, Worcester, Worcestershire

WR1 1HB

## 12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website.