

Cookie & Privacy Policy

GDPR

Digital Candi Ltd or any associated trading names understand the importance of protecting the confidentiality of our clients and candidates. With this in mind Digital Candi Ltd adhere to the following Privacy Statement: English law and jurisdiction applies with respect to the content of this notice and the information contained. In particular, Digital Candi Ltd recognise and address our obligations under the provisions of GDPR.

Data Controller

Digital Candi Ltd provides services in the UK and will act as the Data Controller with regards to your information.

Data Collection

We collect information from all users of Digital Candi Ltd services, whether this is via our website, in person or via an affiliated partner. Digital Candi Ltd collect data required to carry out work finding services. This includes but is not limited to: name, address, date of birth, employment history, right to work, membership details and references.

Digital Candi Ltd never knowingly collect more personal data than is strictly necessary to perform our tasks in providing work finding services.

How and when Digital Candi Ltd collect information

- Information is collected via our website and independent external job boards.
- Information is also voluntarily provided to us by candidates and clients when creating an account or signing up for our services.
- Personal information relating to an individual is collected during candidate registration interviews, telephone calls, email correspondence and reference checks. Client information is also collected during meetings, telephones calls and events Digital Candi Ltd attend or host.
- In addition to the information provided Digital Candi Ltd collect and check data from third parties such as companies house and accredited bodies.
Information created when you use our services
- If you are a client, Digital Candi Ltd will collect details about the company such as: company registration details, structure, contact information and role details.
- If you are a candidate (job seeker) Digital Candi Ltd will collect personal data, name, address, date of birth, employment history, right to work, qualification membership details, and references.

Digital Candi Ltd may associate your name with another person through our refer a friend scheme, to ensure you receive the due recognition.

Use of Cookies

The Digital Candi Ltd website <https://candibox.co.uk/> (the “Site”) uses cookies. Cookies are small data files which the Site places on your computer or handheld device. This is normal practice for websites. Cookies are essential to help us provide a high quality website. By collecting information through cookies and other automated means on our Site, we learn how to best tailor the Site to our visitors.

The Cookies that we use and why:

We use third party cookies to analyse your visiting patterns on our Site and other trends and statistics regarding your use of our Site and the sites from which you visited us (referrers). These cookies are set by Google Analytics. Using these cookies helps us deliver the best web experience for you, and to understand what our readers are looking at so that we can produce more of the right kind of content. We do not use cookies to track your Internet browsing activities before or after you visit the Site. Our use is subject to Google’s current cookie policy, which you can find at:

<https://support.google.com/analytics/answer/6004245>

Consent to use Cookies: By browsing and using our website, you consent to the above cookies being used in the way described in this Policy. If you do not consent, you can disable cookies by adjusting your browser settings or stop using the site

How we use your data:

Candidates: Digital Candi Ltd Candidate data is kept and used under the use of consent and in compliance with Principle 1, Article 5 of the GDPR. Digital Candi Ltd do not sell or share your personal information to third parties for third party direct marketing purposes. Digital Candi Ltd will use your information to deliver personalised work finding services and optimise your Digital Candi Ltd experience. Data will be collated onto our internal systems and all paper documents will be securely stored on each site. Digital Candi Ltd will use information collected to:

- Source and match roles and companies to your requirements
- Submit your CV and any other relevant information to clients in the process of providing work finding services
- Communicate with candidates regarding your job search via email, phone, text message or post
- Update candidates on events and announcements which may be of interest in relation to Digital Candi Ltd providing current or future work finding services
- Undertake research and analysis to enhance Digital Candi Ltd work finding services
- Process payroll and comply with Auto Enrolment and HMRC requirements
- Meet our Health & Safety obligations as per UK statute

Clients. Client data is obtained, kept and used under the use of legitimate interest and in compliance with Principle 1 and Article 5 of the GDPR. Digital Candi Ltd do not sell or share your information to third parties for third party direct marketing purposes. Data will be collated onto our internal systems and all paper documents will be securely stored on each site. Digital Candi Ltd will use information collected to:

- Discuss present and future organisational recruitment requirements
- Allow Digital Candi Ltd to compare Digital Candi Ltd candidates with organisational vacancy requirements
- Provide candidate CVs and any other relevant candidate information
- Update clients on events and announcements which may be interest in relation to Digital Candi Ltd supporting current or future organisational recruitment strategy

- Manage processes throughout the recruitment cycle including but not limited to: interviews, feedback, offers and timesheet authorisation.
- Process credit checks and raise invoices for services provided
- Undertake research and analysis to enhance Digital Candi Ltd recruitment services
- Recommend service partners, where agreed details will be passed onto our selected partners

Data Sharing & Disclosure

Except as set out herein and where required or permitted by law or a court of competent jurisdiction, Digital Candi Ltd will not reveal any personal data about you to any third party.

Information will be shared internally within the Digital Candi Ltd Group to provide work finding, recruitment and payroll services. Digital Candi Ltd will only share information with third parties when required as part of our work finding or recruitment services. Digital Candi Ltd may check information collected with third parties or with other information held by Digital Candi Ltd. Candidate's personal data will only be shared with Digital Candi Ltd clients who have a legitimate interest and only then with the candidate's permission.

Your data may be disclosed to any person, firm or company to whom we sell the whole or a substantial part of our business or to whom we may transfer any part of our rights or obligations. We may also disclose your information where necessary to enforce our Terms of Business or other agreements or if necessary to prevent, detect or prosecute illegal or suspected illegal activities or to prevent other damage in response to a legal action against Digital Candi Ltd.

How do we protect your information?

Your personal data security is our highest priority. Digital Candi Ltd have taken steps to protect your information by limiting the access to our network and locations where your data is stored. Our team only access data which is required to complete their job function. Further information on the security features of our system are available on request. Although we do our best to protect the information you share via the internet, anything you submit via the internet is done so at your own risk.

Information retention & deletion

During the time you are registered as active with Digital Candi Ltd we will log calls, emails, meetings, texts, events and any other relevant information on our secure internal database. At this time no option exists for third party access. If a decision is made to change this aspect of the database, then we will seek your consent first. While all reasonable security measures have been implemented, Digital Candi Ltd are unable to accept responsibility for intrusion by third parties acting illegally.

During our marketing activities, Digital Candi Ltd log who, when and where our mailers have been opened and viewed.

Digital Candi Ltd also obtain data from publicly available sources, financial service providers, governing bodies and referees. Digital Candi Ltd may combine information collected from these sources with information already in its possession.

Digital Candi Ltd will retain your information whilst you are active, unless you request deletion of your account or information, and for a period of no more than 2 years. If you have completed temporary assignments via Digital Candi Ltd as required by HMRC and in accordance with UK statute your payroll information will be retained for 7 years.

If your work finding search is no longer active and you have not undertaken temporary assignments via Digital Candi Ltd, your information will be stored for two years under legitimate business interest in compliance with Principle 1 and Article 5 of the GDPR, then securely destroyed and removed from our database.

Access to your personal data

You have the right to:

- A. Request the details we hold on you
- B. Request data corrections of any details we hold on you
- C. Remove consent of data processing
- D. Request to be forgotten from our databases and systems

To submit a request regarding any of the above please contact us here <https://candibox.co.uk/contact-candi>