



Privacy Policy for f1 Recruitment Limited

Member of REC (Recruitment & Employment Confederation) since 2004

f1 Recruitment Ltd treats the privacy of its candidates and clients very seriously and we take appropriate security measures to safeguard your privacy. This policy explains how we protect and manage any personal data* you share with us and that we hold about you, including how we collect, process and share that data.

**personal data means any information that may be used to identify an individual, including but not limited to, a first and last name, a home or other physical address, an email address and mobile number, a pdf of your passport to establish your right of work in the UK and any other contact information whether at work or at home.*

How we obtain your personal data

Information provided by you

You provide us with personal data either on your registration form, CV, via an on line application, over the telephone or at a face to face meeting. This includes name, address, email address and mobile phone number and a pdf of your passport. We use this information in order to help you with your job search.

We may also keep information contained in any correspondence you may have with us by email. We also keep written notes of telephone and skype conversations.

The provision of this personal data is essential for us to be able to identify you when you call us to discuss your next job move and to help you find work with our clients.

Information we get from other sources

We only obtain information from third parties if this is permitted by law. We may use legal public sources to obtain information about you, for example to verify your identity. We also ask for and take two references on all our temporary and freelance workers. Notes from these references are kept on your personal record.

This information (including your name, address, email, mobile number) as relevant to us, will only be obtained from reputable third party companies that operate in accordance with the General Data Protection Regulation (GDPR).

How we use your personal data

We use your personal data to manage and administer your search for employment with our clients as a 'processor'. We also act as 'controller' and 'processor' in regard to the processing of your data. We undertake at all times to protect your personal data in a manner which is consistent with the requirements of the General Data Protection Regulation (GDPR) concerning data protection. We will also take reasonable security measures to protect your personal data in storage. Our CRM system is provided by Bullhorn that is fully GDPR compliant.

Do we use your personal data for marketing purposes?

Any information that you choose to give us will not be used for marketing purposes by us. We will hold your personal data only for the purposes of administering and managing your search for employment.

Sharing Information

We will keep information about you confidential but as part of the process of finding you a job we will need to share your personal data e.g. CV and possibly your mobile phone number, email address if we get to job offer stage for you with one of our clients. We will only disclose your information with third parties (client companies) with your **express email consent**.

Categories of third parties

1. Our clients that you are interested in working for that you have asked us to submit your details to or our clients where you are interested in one of their specific job opportunities
2. Any legal or crime prevention agencies and/or to satisfy any regulatory request (including recognised practitioner bodies) if we have a duty to do so or if the laws allows us to do so

Transfer of your personal data outside of the European Economic Area (EEA)

We do not currently transfer your personal data outside the EEA unless you have specifically asked us to look for work for you outside Europe. If in the future we transfer your personal data, in accordance with the terms of this Policy outside of the EEA, we will make sure that the receiver agrees to provide the

same or similar protection as we do and that they only use your personal data in accordance with our instructions.

If you require any further information regarding such transfers please write to Data Protection Officer, f1 Recruitment Ltd at our registered office address is 4 Heath Square, Boltro Road, Haywards Heath, West Sussex RH16 1BL.

How long do we keep this information about you ?

We keep information about you once you are registered with f1. Our retention period is in line with the length of time we need to keep your personal information in order to manage and administer your job search now and in the future. It also takes in to account our need to meet any legal, statutory and regulatory obligations. In all cases our need to use your personal information will be reassessed on a regular basis and information which is no longer required will be disposed of.

Data subject rights

Subject access requests

The General Data Protection Regulation (GDPR) grants you (hereinafter referred to as the “data subject”) the right to access particular personal data that we hold about you. This is referred to as a subject access request. We shall respond promptly and certainly within one month from the point of receiving the request and all necessary information from you. Our formal response shall include details of the personal data we hold about you, including the following

- ☐ Sources from which we acquired the information
- ☐ The purposes for processing the information; and
- ☐ Persons or entities with whom we are sharing the information

Right to rectification

You the data subject shall have the right to obtain from us, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purpose of the processing, you, the data subject, shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to Erasure

You the data subject shall the right to obtain from us the erasure of personal data concerning you without undue delay.

Right to restriction of processing

Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies:

- A) The accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified
- B) The processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction in its use
- C) We no longer need personal data for the purposes of processing, but it is required by you the data subject, for the establishment, exercise or defence of legal claims
- D) You, the data subject have objected to processing or your personal data pending the verification of whether there are legitimate grounds for us to override these objections

Notification obligation regarding rectification or erasure of personal data or restriction of processing

We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. We shall provide, the data subject with information about those recipients if you request it.

Right to data portability

You, the data subject shall have the right to receive your personal data which you have provided to us, in a structured, commonly used and machine readable format and the right to transmit this data to another controller, without hindrance from us.

Right to object

You, the data subject, shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling, unless this relates to processing that is necessary for the performance of a task carried out in the public interest or

an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of you, the data subject, or for the establishment exercise or defence of legal claims

Right to not be subject to decision based solely on automated processing

We do not carry out any automated processing, which may lead to an automated decision based on your personal data.

Invoking your right

If you would like to invoke any of the above data subject rights with us please write to the Data Protection officer at, f1 Recruitment Ltd at our registered office address is 4 Heath Square, Boltro Road, Haywards Heath, West Sussex RH16 1BL.

Accuracy of information

In order to provide the highest level of customer service possible, we need to keep accurate personal Data about you. This personal information will have been given to us by you. We consider when it is necessary to update the information, such as name, email address and mobile changes and you can help us by informing us of these changes when they occur.

IMPORTANT INFORMATION

Questions and queries

If you have any questions or queries which are not answered by this Privacy Policy or have any potential concerns about how we may use the personal data we hold please write to

Policy Changes

This privacy Policy is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times to update modify or amend this Policy. We suggest that you review this Privacy Policy from time to time to ensure that you are aware of any changes we may have made, however we will not significantly change how we use information you have already given to us without your prior agreement. The latest version of this policy can be found at www.f1recruitment.com

If you have a complaint

If you have a complaint regarding the use of your personal data or sensitive information then please contact us by writing to Data Protection Officer, f1 Recruitment Ltd, 4 Heath Square, Boltro Road, Haywards Heath, West Sussex RH16 1BL.

If your complaint is not resolved to your satisfaction and you wish to make a formal complaint to the information Commissioners Office (ICO) you can contact them on 01625 545745 or 0303 123 1113. You also have the right to judicial remedy against a legally binding decision of the ICO where you consider that your rights under this regulation have been infringed as a result of the processing of your personal data. You have the right to appoint a third party to lodge the complaint on your behalf and exercise your right to seek compensation.