

## PRIVACY POLICY - YOUR INFORMATION AND DATA PROTECTION

### What's this policy about and when does it apply?

Your privacy is important to us. In this policy we want to explain to you how we

- use your personal data
- comply with the data protection legal obligations which apply to us and this website

so that you understand and have a choice about how your personal data is collected, used and stored (processed).

We may make changes to the policy (for example to keep up with changes in the law) so we advise you to check the policy as you use the Website and our services, although we will let you know about material changes.

### We are:

Step Ahead Recruitment Ltd, a company registered in England and Wales Company Registration number **07541460** whose Registered Office is at Woodcroft, 3 White Hill, Flamstead, St. Albans, Hertfordshire AL3 8DN Our email address is [info@stepaheadrecruitment.com](mailto:info@stepaheadrecruitment.com) and our website is [www.stepaheadrecruitment.com](http://www.stepaheadrecruitment.com)

### Who do I contact about personal data or change my mind about how you can use it?

Our data protection representative is Michelle Brown who you can email at [michelle@stepaheadrecruitment.com](mailto:michelle@stepaheadrecruitment.com) if you need any help or information about this policy or about how we collect and use personal data. You can also write to us if you prefer at Venture House, 2m Arlington Square, Downshire Way, Bracknell, Berkshire RG12 8WA

### What personal data and information do you collect?

Personal data is any information which could identify you, including your name, address and email address and IP address. Special category data is more sensitive, such as information about your health or ethnic origin.

We may collect a range of personal data from you, including your name and contact information (such as your address, telephone number and email) as well as other information which you choose to give us as you use our services. You may also choose to give us special category personal information so that we can provide services to you as you require.

If you choose not to provide us with personal data, we may be unable to provide some services to you. For example, without your email address we will not be able to email you.

### How do you collect personal data?

We may collect your personal data from you in the following ways

- Via a third party job board when you apply for an advertised position
- Information you provide to us when you register your details with us for the purpose of job seeking
- The information you provide when you communicate with us such as by email

### **How do you use Personal information?**

We use personal data so that we can

- Supply you with services you have requested
- Send you any information you have asked for or which may interest you, where you have consented to this happening, or information we need to tell you about
- Deal with any request for help or answer your queries and customer support generally

### **What is the lawful basis for processing my personal data?**

The law says that we cannot process (collect, use or store) your information unless we have a lawful basis for doing so. There are several lawful bases which we rely on, including

- consent – when you agree that we can use your personal data in a particular way
- contract – to fulfil our contractual obligations to you or because you have asked us to do something before we enter into a contract together.
- legal obligation – when the law says that we must, such as for tax reasons
- legitimate interests – when we use your personal data in ways you would reasonably expect, and which have a minimal privacy impact, or where there is a compelling justification

### **Who do you share personal data with?**

There may be times when we must share your personal data with others, for example, where the law requires us or to enforce our rights or protect others, such as for fraud prevention. We may also

- Disclose your personal data to those who are providing services to us if they have appropriate processes to protect it

Otherwise we will only share your personal information if you have consented to this

### **What are my personal data rights?**

The law gives you certain rights in relation to your personal data and to exercise or discuss these rights contact Michelle Brown at [michelle@stepaheadrecruitment.com](mailto:michelle@stepaheadrecruitment.com)

The following rights apply to personal data we collect and process so that you can

- Access your personal data
- Rectify your personal data if it is inaccurate or incomplete
- Ask us to erase your personal data and prevent processing in specific circumstances
- Restrict processing of your personal data in certain circumstances
- Obtain and reuse your personal data for your own purposes across different services
- Object to processing your personal data in certain circumstances

You also have the right to lodge any data protection complaints with the Information Commissioner's Office (ICO), the UK's supervisory authority. Visit [www.ico.org.uk](http://www.ico.org.uk) for more information including how to access their helpline.

### **What about storing and transferring personal data?**

We keep your personal data only for as long as it is reasonably required and then it will be deleted or destroyed or anonymised.