

# Beaumont Select Privacy Notice – Candidate

PY0012 (direct)

Rev 1 27/04/18



**This Privacy Policy outlines the personal data we hold, the reasons we need to hold it and what we do with it, in accordance with applicable data protection legislation including the General Data Protection Regulation (GDPR) 2018.**

## About Us:

Beaumont Select is a recruitment business which provides work-finding services to its clients and work-seekers in Procurement, Supply Chain and Vendor Management. As a company we must process personal data (and in some instances sensitive personal data) so that it can provide these services – in doing so we act as a Data Controller.

The main reason for using your personal details is to help find employment suitable for you. The more details we have about you: like your experience, skillsets and ambitions; the more targeted we can make our service and searches for you.

You may give your personal details to Beaumont Select directly, such as providing us with your CV and an accompanying email, through a registration form or via our website; or we may collect them from another source such as a jobs board. Whatever the source we *must have* a legal basis for processing your personal data.

## Our Collection and use of your personal data

The reason for collecting and using your personal data is for the purposes of providing you with work-finding services and/or information relating to roles relevant to you. We will only use your personal data in accordance with the terms of the following statement:-

### Purpose of processing and legal basis

Beaumont Select will collect your personal data and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- **Legitimate interest** – We will collect your personal data and will process your personal data for the purposes of providing you with work-finding services.
- **Legal obligation** – In some instances we will process your personal data for compliance with legal obligation that we are subject to when providing you with work finding services.
- **Contractual obligation** - Processing may be necessary for the performance of a contract with you when providing you with work finding services, for example if you are seeking Interim employment and we secure you an interim role with a client of Beaumont Select
- **Consent** - For certain activities we will request your **Consent**. For example very specific marketing activities or if we needed to process sensitive personal data.

### Legitimate interest

Where we have relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- To provide you with Work Finding Services. This will include:-
  - Sharing your CV details, skills, experience and ambitions with the Clients of Beaumont Select (as defined on our CRM database) who would be interested in candidates with your skills, experience and ambitions.

- Promoting your profile, CV details, skills, experience and ambitions with prospective employers as defined on our CRM database (through telephone, email or other communications).
- Where we are seeking on your behalf Interim Contract opportunities, matching your skills, experience and ambitions with Interim Contract Opportunities with clients of Beaumont Select (as defined on our CRM database).
- To keep you informed of active roles with the Clients of Beaumont Select that meet with your skills, experience and ambitions, through email bulletins or other email based communications.

## Recipient/s of data

To fulfil our contract duties, to provide you with comprehensive work finding services and to ensure our relationship runs smoothly we will need to share your personal data with other parties. These can include:-

- Clients of Beaumont Select and prospective employers (as defined in our CRM system) seeking candidates with your specific skills, experience and ambitions.
- Where required by you, the candidate, with the clients of Beaumont Select (as defined on our CRM database) seeking Interim staff requirements with your specific skills, experience and ambitions.
- In some instances our clients work with Managed Services Providers (MSPs) to manage their recruitment services. We may need to provide your personal data to the MSPs working on behalf of our Clients.
- Where we are seeking on your behalf Interim Contract opportunities we may provide your personal data to Credit Referencing Agencies or other Referencing bodies as a requirement of our contractual obligations with our Client.
- We may share personal data with referees

## Statutory/contractual requirement

A number of elements of personal data we collect from you are required for us to fulfil our contractual duties to you or others. In some instances your personal data is required by law and/or for a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. Where appropriate, some data, for example National Insurance Number and your right to work in the UK are required by statute or other laws.

Depending upon the type of personal data in question and the grounds on which we are processing it; should you decline to provide us with such data, we may not be able to fulfil our contractual requirements, or in extreme cases, may not be able to continue with our relationship.

## Data retention

We will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services. However to ensure we provide you with optimised work finding services on your behalf we will retain your work seekers records for two years from the date of creation.

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If you have secured an Interim Contract role through Beaumont Select, we must also keep your timesheet, Invoice and VAT records for as long as is legally required by HMRC and associated wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our Retention Policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

## Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting *Oliver Lewsley, Recruitment Director*.

## Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: **Oliver Lewsley, Recruitment Director** T: +44 (0) 1403 248 448 E: [oliver@beselect.co.uk](mailto:oliver@beselect.co.uk). You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

<b>Company Name:</b>	Beaumont Select Ltd ('the Company') ('We')
<b>Company Contact details:</b>	Oliver Lewsley (Recruitment Director)
<b>Document PY0012</b>	Privacy Notice (when personal data is obtained from the data subject)
<b>Topic</b>	Your Data Protection
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