

Eclipse Recruitment (The Company) is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. 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.

1. Collection and use of personal data

Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive 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:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

Consent

We require your consent to process your data for the purposes of work finding services. We have a series of consent statements and if you wish to consent we will ask for your signature or for you to confirm your consent via our website or email. You can withdraw your consent at any time.

Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interest is as follows:

- Administration and *processing of work-seekers' personal data* for the purposes of providing work-finding services, including *processing* using software solution providers and back office support;

Legal entitlement / obligation

Your personal data is required by law so we can deliver the work finding services to you. The Company is compliant with all statutes, regulations, laws and by-laws, but specifically relies on the requirements of the following legislation for observance of legal obligations: the Employment Agencies Act (Conduct Regulations) 2003, the Asylum and Immigration Act 2016, the Disability Discrimination Act 2010, the Equality Act 2010, the Agency Worker Regulations (AWR) 2011, the Working Time Regulations 2011, the National Minimum Wage Act 1998, the Health and Safety Act 2008, the Data Protection Act 1998 and of course the General Data Protection Regulations 2018

Contractual obligation

Where we are bound by a legal obligation to process your data. An example of this is when we supply your services to a client who requires us to invoice a third party for your services (sometimes known as a "neutral vendor"). In this instance we are paying you, and we are contractually obliged to share your details with the neutral vendor, in order for us to be paid. It is our policy that we tell you in advance if we need to share your details with a third party, and who they are. If you object, we would consider if your objection is more compelling than our basis for doing so, before making a final decision. An objection by you in the example given, could lead to a withdrawal of the offer to work, which is contrary to the aims and objectives of providing work finding services to you.

Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Eclipse Recruitment office Staff as required.
- External third parties such as;
 - i. Service providers acting as processors based in the UK who provide IT and system administration and business support services.
 - ii. Payroll and Umbrella companies that will utilise your data for wage payment processing.
 - iii. Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.
 - iv. HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.

2. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

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 may seek further consent from you. If we do not have your consent or you withdraw your consent, the Company will cease to process your personal and sensitive personal data unless there are other reasons (such as reasons under legitimate interest, legal entitlement or obligation, or if we are bound by contract) to do otherwise.

3. 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 and/or sensitive personal data, you have the right to withdraw that consent at any time by contacting the Branch Manager at:
Eclipse Recruitment, Foxhall Lodge, Foxhall Road, Nottingham. NG7 6LH.

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: The Directors, Eclipse Recruitment, Foxhall Lodge, Foxhall Road, Nottingham, NG7 6LH

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.