



Privacy Policy

The Recruitment Station (a Company incorporated in England and Wales having its registered office at, First Floor, 6 Wood Street, Earl Shilton, Leicestershire, LE9 7ND), care about your privacy and are committed to processing our Clients, Candidates and Employees personal information in accordance with fair information practices and applicable data privacy laws.

Scope

This policy explains how The Recruitment Station handles the personal information that we obtain for all data subjects such as clients, candidates, employees, interims, former employees, dependents, beneficiaries, contractors, consultants and temporary agency workers in the strictest of confidence. Information that is obtained by us or submitted to us via our website is used by us to understand the profile of our customers and to aid, monitor and improve our work finding services and human resource processes and activities.

We may amend this notice from time to time, should it become necessary to do so.

Collection and Use of Personal Information

We will process your personal information to administer our employment or contractual relationship with you and to run our businesses. We may collect, use and transfer your personal information through automated and/or paper-based data processing systems including our website. We have established routine processing functions (such as processing regular payroll and benefits administration). We also process personal information on an occasional or ad hoc basis (such as when an employee is being considered for a particular new position or in the context of changes to marital status for example).

In the normal course providing work finding services and human resources activities, we can collect the following types of personal information:

- Personal identification information, such as your name, home address, date of birth, gender, work-related photographs, and home phone number;
- Government-issued identification numbers, such as national ID for payroll purposes;
- Immigration, right-to-work and residence status;
- Family and emergency contact details;
- Job-related information, such as years of service, work location, employment ID, work records, vacation absences, and contract data;
- Educational and training information, such as your educational awards, certificates and licenses, vocational records and in-house training attendance;
- Recruitment and performance-related data, such as objectives, ratings, comments, feedback results, career history, work equipment, career and succession planning, skills and competencies and other work-related qualifications;
- CCTV footage and other information obtained through electronic means such as swipecard and facial recognition records
- Information related to your usage of The Recruitment Station Recruitment Services' assets;
- Information needed for compliance and risk management, such as disciplinary records, background check reports and security data; and

- Payroll and payment or benefits-related information, such as salary and insurance information, dependents, government identifier or tax numbers, bank account details, and employment related benefits information.

We process personal information for the following purposes:

1. Workforce planning, recruitment and staffing;
2. Workforce administration, payroll, compensation and benefit programs;
3. Performance management, learning and development;
4. Advancement and succession planning;
5. Legal compliance, including compliance with government authority requests for information, liens, garnishments and tax compliance;
6. Workplace management, such as travel and expense programs and internal health and safety programs,
7. Internal reporting;
8. Audits;
9. To protect The Recruitment Station Recruitment Services, its workforce, and the public against injury, theft, legal liability, fraud or abuse;
10. Other legal and customary business-related purposes.

In addition, we may process sensitive personal information if it is needed for legitimate business objectives or if it is required to comply with applicable law. Sensitive personal information will not be collected, processed or transferred, except where adequate privacy protection mechanisms are in place and after having first obtained your informed consent, if required by law.

Your personal information may be passed to the client and vice versa. Such data may include confirmation of your performance on a specific assignment, which the client may provide to us so that we can ensure you are performing at the standard requirements. Information will only be shared to ensure we can administer our employment or contractual relationship with you. We will not pass any personal data that is not necessary to fulfil our obligations to you and the client.

We may obtain information about you from searching for potential candidates from third party sources such as job sites.

If you 'like' our page on Facebook we will receive your personal information from the site.

Disclosures

We may disclose your personal information for our legitimate purposes or a 3rd parties legitimate interests, for the continuity of our business / service, in the following circumstances:

- Other The Recruitment Station entities, joint ventures, sub-contractors, vendors or suppliers who perform services on our behalf for the aforementioned purposes; or
- A newly formed or acquiring organisation if The Recruitment Station is involved in a merger, sale or a transfer of some or all of its business;

We may also disclose your details to any recipient:

- If we are legally obliged to, such as by applicable court order or law;
- With your consent, such as for employment verification or bank loans; or
- When reasonably necessary such as in the event of a life-threatening emergency.

Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content.

Most web browsers allow some control of most cookies through the browser settings. Please note that in a few cases some of our website features may not function if you remove cookies from your browser.

Log Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Links to External Websites

The Recruitment Station Recruitment Services' website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. Our privacy policy applies solely to information collected by the Company's website.

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.

We respect your right to object to or restrict any uses or disclosures of your personal information that are not

1. required by law,
2. necessary for the fulfilment of a contractual obligation (e.g., employment contract), or
3. required to meet the legitimate interests of The Recruitment Station as an employer (such as disclosures for internal auditing and reporting purposes or other processing covered by this notice). If you do object, we will work with you to find a reasonable accommodation.

Automatic Processing

At times we may use automated systems/processes and automated decision making (like profiling) to ensure that we give you a relevant experience with us. Automation allows us to make the recruitment process intuitive, simple and easy to use, because we believe in simplicity and providing you with the best experience.

Accuracy

We take reasonable steps to ensure that personal information is accurate, complete, and current. Please note that you have shared responsibility with regard to the accuracy of your personal information. Please notify us, through your local branch contact, of any changes to your personal information or that of your beneficiaries or dependents.

Access

You may reasonably access and update the personal information pertaining to you that is on file with The Recruitment Station Recruitment Services. You can exercise this right by contacting us at **andrew@therecruitmentstation.co.uk**

- Your ability to access and correct personal information is not limited by transfers of personal information – the ability shall exist regardless of where personal information is physically situated within The Recruitment Station Recruitment Services.
- Your right to access your personal information may have some restrictions. For example, access may be denied;
 1. in the case of recurrent access requests within a short time interval, or
 2. where providing such access or correction could compromise the privacy of another person or unreasonably expose sensitive company information.

Right to Erasure

You can ask us to delete any information we hold about you if the law and our data retention policies no longer require us to hold it.

Data Security

The Recruitment Station takes precautions to protect personal information from loss, misuse, and unauthorised access, disclosure, alteration, and destruction. We have taken appropriate technical and organisational measures to protect the information systems on which your personal information is stored and we require our suppliers and service providers to protect your personal information by contractual means.

Only employees who need the information to perform a specific job (for example, managers, consultants, our accounts clerk or our marketing team) are granted access to your information.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others we recommend that you do not select the “remember my details” function when that option is offered.

If you have any questions about the security at our website, you can email **andrew@therecruitmentstation.co.uk**

Retention

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.

Your personal information will be retained as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter as legally required or permitted by applicable law.

The Recruitment Station will only continue to contact you for a period of two years after you have left our employment or registered interest to work for us.

If you do not want us to contact you anymore, please contact **andrew@therecruitmentstation.co.uk**

Handling Privacy Concerns

If you have any questions about this policy or if you believe that your personal information is not handled in accordance with the applicable law or this policy, you have several options:

Contact, **andrew@therecruitmentstation.co.uk**

Consult the ICO to report your concern via their helpline on, 0303 123 1113

Contact the ICO via their website at, <https://search.ico.org.uk/>

Discuss the issue with your branch consultant or site supervisor or another supervisor or manager