

## **Peach Recruitment Privacy & Cookies Policy**

### **Terms and Conditions**

The Peach Recruitment Privacy & Cookies Policy sets out the terms and conditions upon which your data is obtained, stored and processed by Peach recruitment.

Should you not agree to the terms and conditions contained within this policy document, then you should not submit your application / CV to Peach Recruitment.

At Peach Recruitment we guarantee that data submitted to use is processed, lawfully, fairly and only processed for the purposes as set out within this document.

By using our website and/or submitting your application or CV to Peach Recruitment, you are agreeing to be bound by the terms and conditions contained with the Peach Recruitment Privacy Policy and Cookies Policy.

Peach Recruitment reserve the right to amend this policy at any time, and any such amendments will become effective immediately upon the revised policy being posted.

### **Data Collection:**

Peach Recruitment collects and uses your personal information to perform the recruitment functions and or services you have requested. We will collect personal data which will generally consist of your name, contact details and other information contained in your CV.

Peach Recruitment will confirm your consent for us to hold your personal information before it is stored and processed.

### **Purpose:**

The personal data will be requested, stored, processed, used and disclosed in order to:

- Evaluate data about you against vacancies which we may have that we determine may be suitable for you. In line with the nature of recruitment services, we will keep your data on our database with your consent.
- Send your information to our clients to put you forward as a candidate for vacancies or to assess your eligibility for vacancies that we may have with your permission.
- Permit you to submit your CV to apply online for jobs.
- Communicate with you about relevant job opportunities and provide career guidance and support content including (but not limited to) advice, guides, templates, information and case studies
- Where we have a bona fide requirement by law to disclose it to third parties in relation to the detection of crime, the collection of taxes or duties, in order to comply with any applicable law and court orders.
- Third-parties where we or our client have engaged them to deliver services that have been requested. These may include references, qualifications, criminal reference checking

services and/or psychometric evaluation or skill tests. These will be advised to you as part of the process and you have the option to decline.

For candidates being employed directly by Peach, additional personal information is required to facilitate employment, compliance and payment services, such as bank account details, national identification numbers and visa details. This data will only be held for as long as it is required to provide such employment services and will be deleted once your employment has finished.

This list is not exhaustive and we may seek to process, use or disclose your information for any other purpose which has not been listed above with your explicit consent.

### **Security:**

We are committed to the protection of Personal Information submitted to us. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use, or disclosure. While Peach Recruitment takes all due care in ensuring the privacy and integrity of the information that you provide, we recognise that no data transmission over the Internet can be guaranteed to be 100% secure. The possibility exists that this information could be unlawfully observed by a third party while in transit over the Internet. Peach Recruitment accepts no liability should this occur.

### **Access to Data:**

The information that you have provided to us may be made available to personnel working in Peach Recruitment, our clients, and the third parties as set out above. Your personal data is wholly stored and processed within the European Economic Area.

Should your personal information be required to be sent outside the European Economic Area we will contact you for your permission prior to the disclosure of your personal information. In the event that we need to transfer your personal information outside the European Economic Area we will take the appropriate steps to guarantee that your privacy rights continue to be protected as detailed in this Privacy Policy.

### **Updating Data:**

We will use our best endeavours to guarantee that all Personal Data that you have submitted to us is maintained and up to date. However, it is your responsibility to inform us of any changes to your Personal Data to ensure that it is up to date.

### **Opt-Out:**

Where we currently hold personal information about you, you may at any time request that we modify, update, erase or provide a copy of this information to you. We will also provide an annual reminder for you to update this data or request your data to be removed. All such deletions and updates will be actioned within one week and you will receive confirmation that this has been completed. We may only refuse your request where we are legally obliged to do so. Where your

request has been refused we will provide you with reasons for this refusal. We will then hold such data for only as long as it is necessarily required by law.

**Cookies:**

Cookies is a text file that is stored on your computer's hard drive relating to your viewing history of a website. If you return to that website, it can present tailored selections to you created upon the stored information about your last visit. You can normally adjust the settings of your browser to avoid the acceptance of cookies. Cookies will not harm your system.

We use site tracking software to monitor traffic patterns and site usage to help us develop the design and layout of the websites.

**This policy is effective from 20.04.2018**