

PRIVACY NOTICE

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint. This applies whether you are just visiting our website, we are in the process of helping you to find a job, asking you for a reference for a candidate, or we are providing you with services or receiving services from you.

Who we are

Sue Hill Recruitment & Services Limited trading as "Sue Hill" collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

Definitions:

"Candidate" – means applicants for all types of roles (including permanent, temporary, freelance, consultant, contractors) advertised by us as well as individuals who have speculatively provided their CV to us

"Suppliers" – means businesses which provide services to us or any of our commercial partners

"Clients" – means those who we provide services to

"Website Users" – means any individual who accesses any Sue Hill website

"Others" – Referees and Emergency contacts

If you are a Candidate then in the course of providing employment and or work opportunities for a Candidate we collect the following personal information when you provide it to us:

- Name and contact details (i.e. address, home and mobile numbers, email address)
- Gender
- Details of your qualifications, experience, employment history (including job titles, salary history and working hours and interest) and information about your academic history, including details of conduct, grievance or performance issues, appraisals, time and attendance, from you or from references obtained about you from previous employers and or education providers
- Where required by our Clients or by Law for job roles then information regarding your criminal record, criminal record certificates and enhanced criminal record checks
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- Details of your referees
- Copy of your driving licence
- Financial information

*You may be required by law or in order to enter in to an employment contract with a Client to provide us with information relating to your identification, nationality, immigration status, criminal records and finances.

If you are a Client then in the course of providing services to you we collect the following information when you provide it to us:

- Name and contact details (i.e. telephone numbers, contact addresses and e-mail addresses)
- Your engagement with Candidates and engagement with communications and materials we provide you during the course of providing services to you
- Anything else you choose to tell us

If you are a Supplier then in the course of you providing services we collect the following information when you provide it to us:

- Name and contact details (address, e-mail and telephone numbers) for individuals within your organisation we need to contact
- Financial information such as your Bank details
- Anything else you choose to tell us

If you are a Website User then in the course of you visiting any of our websites we collect the following information about you:

- Your use of our website
- Your location
- The time and frequency you access our website

For any others we typically collect personal information about referees and emergency contacts in the course of providing employment and work opportunities to Candidates such as:

- Name and contact details (i.e. address, home and mobile numbers, email address)
- Job Title

How we use your personal information

For Candidates - We use your personal details as follows:

- To take steps to find you a job
- For our marketing activities
- To keep records of our communications
- For compliance with legal obligations (such as checking that you have a right to work in the United Kingdom)
- For the performance of a task carried out in the public interest
- For the purposes of our legitimate interests

For Clients – We use personal details as follows:

- To ensure compliance and performance of our contract(s) and any other arrangements with you
- To contact you about our services
- For our marketing activities
- To keep records of our communications
- For compliance with legal obligations
- For the performance of a task carried out in the public interest
- For the purposes of our legitimate interests

For Suppliers – We use personal details as follows:

- To contact you in relation to our agreement(s) for your services and or any other arrangements
- To offer you services or to obtain services from you
- For our marketing activities
- For compliance with legal obligations
- For the performance of a task carried out in the public interest
- For the purposes of our legitimate interests

For Others – We use personal details as follows:

- If we have been given your details by a Candidate as a referee then we will contact you for the purposes of a reference. We may also contact you about providing you with recruitment services.
- If we have been given you details by a Candidate as an emergency contact then we will contact you in the case of an accident or emergency affecting the Candidate.
- In either case above we will use your personal details for compliance with legal obligations, performance of a task carried out in the public interest and for the purposes of our legitimate interests.

For Website Users – We use personal details as follows:

- To improve our website
- For our marketing activities
- For compliance with legal obligations
- For the performance of a task carried out in the public interest
- For the purposes of our legitimate interests

Who we share your personal information with

- Any of our group companies providing services related to recruitment.
- To any Organisation or Authority where the law or regulation requires us to share your personal details with them
- Suppliers who perform services or work for us
- If you are a Candidate we will also share your information with Clients, potential employers and or recruitment organisations to help you find new employment
- In the case of Clients we will also share your personal information with Candidates and Suppliers to carry out our services to you.
- In the case of Suppliers we may also need to share your information with our professional advisers.
- In the case of Referees we will also share your personal information with a Client for the Candidate you provided the reference

The recipient of the information will be bound by confidentiality obligations.

How long your personal information will be kept

We will keep your personal details for as long as we continue to have meaningful contact. By this we mean that there is communication between us (verbal or writing), you have engaged our services or we have engaged your services. We will not keep your personal details for longer than this, unless it is required by law and or regulation, or we consider in good faith that it is necessary for the purposes for which it is processed.

This will depend on the type of personal information, the nature of the information and purposes for which it is processed.

We will take into account the requirements of the law e.g. relevant limitation periods and regulatory requirements.

Transfer of your personal information outside of the Economic European Area

The personal details we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff, workers, partners and or suppliers operating outside the EEA who work for us or provide us services. They may be engaged in, among other things, administering our relationship with you, providing you with information about our services which you have requested or where you have consented to be contacted for such purposes, the processing and fulfilling your orders, the processing of your payment details. By submitting your personal details, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

If you would like to exercise any of those rights, please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates, including any account or reference numbers, if you have them

If you would like to unsubscribe from any marketing email you can choose to ‘unsubscribe’ at the bottom of the marketing email.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner.

Changes to this privacy notice

This privacy notice was published on 27 April 2018.

We may change this privacy notice from time to time, when we do we will inform you via *[insert mechanism for informing the data subject of changes to the notice]*.

How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to jobs@suehill.com, write to us at Sue Hill, 7th Floor, 95 Aldwych, London, WC2B 4JF or call 020 7378 7068.