

Introduction

At Minstrell Recruitment Ltd, we believe that our candidates are the life blood of our business and we value each and every one of you. With that in mind, we want you to know that we take the privacy of your data very seriously. We need to collect and process your personal data in order to assist you in finding work. That's what we're here for.

This Fair Processing Notice (FPN) explains how we will use your personal data as one of our candidates, under the Data Protection Act 2018 (GDPR).

Our contact details

We have offices in Manchester, Liverpool, London, Brentwood and Weybridge. Our switchboard phone number is 03330 230056.

Manchester: Lowry Mill, Lees Street, Swinton, Manchester. M27 6DB

Liverpool: Unit 301 Tea Factory, St Peter's Square, Fleet Street, Liverpool. L1 4DQ

London: 40 Gracechurch Street, London. EC3V 0BT

Brentwood: Jubilee House, Warley, Brentwood. CM13 3FR

Weybridge: Nicholson House, 41 Thames Street, Weybridge. KT13 8JG

Our Data Protection Officer is Chris Richardson and he can be contacted at mydata@minstrellrecruitment.com.

What personal data do we collect about you? How will we use that personal data?

Over the course of your application for work, we collect data from you and your CV. This is normally your **name, email address, phone number, date of birth, employment history, education history**.

Whether you send us this data by email, through a job site, through our own website or by phone, we enter it into our Customer Relationship Management (CRM) software. Our software supplier and us are the only companies with access to this data.

We will also take a copy of your passport and/or birth certificate to prove your right to work in the UK. This means we get information on your **gender, nationality, place of birth, photo**. We do not enter this additional data anywhere into our CRM, it is kept only as a scanned copy of your document.

You are asked to declare any **unspent criminal convictions** when you apply for a role with/through Minstrell Recruitment Ltd. We need this data to assess your suitability for the roles we put you forward for. This data is held securely in our CRM system. If a client asks us for this data (during the course of an application) then we will only send it with your explicit consent.

You may provide us with some **medical data** if you need us to make special arrangements for an interview. If you want us to send this to a prospective employer then we will gain your consent before doing so. This data is kept securely on our CRM system.

If you are successful in finding temp work through Minstrell Recruitment Ltd then your data will be used slightly differently. Please see the specific FPN for Temps.

What is our legal basis for processing your personal data?

Under the Data Protection Act 2018 (GDPR). we need a legal basis in order to process your personal data.

We will process the following personal data with your consent:

- name, email address, phone number, date of birth, employment history and education history to assess your suitability for any existing or future roles/clients.
- medical data to enable us to make special arrangements for interviews etc.
- unspent criminal convictions
- email and phone number for marketing purposes

We will process the following personal data as we have a Legal Obligation to do so:

- all data on your right-to-work document

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your data with:

- Our software providers, (eg our CRM provider or external assessment software)
- Our clients (but only after speaking to you about a specific role)

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU/EEA as a general rule. If we discuss a role with you which requires us to send your data outside the EU/EEA then we will speak to you in advance.

How long do we keep your personal data for?

We will keep your data for the length of time specified when we ask for your consent. This is usually three years.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.