

PRIVACY NOTICE

We are, Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) and we are a recruitment business providing job-finding services to our clients and job-seekers. Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) must process personal data (including sensitive personal data) so that it can provide these services - in doing so, we act as a data controller. We may receive your personal details directly, such as on an application or via our website, or we may collect them from another source such as a jobs board. Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) must have a legal basis for processing your personal data. For the purpose of providing you with job-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. Purpose of processing and legal basis

Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) will collect your personal data (which may include sensitive personal data) and will process your personal data for the purpose of providing you with job-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

2. Legitimate interest

Where we have relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- For us to provide job finding opportunities
- Banking information for payment of temporary staff

3. Recipients of data

Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) will process your personal data and/or sensitive personal data with the following recipients:

- Potential employers
- Government legislation
- Payroll and Software services

4. Statutory/contractual requirements

Your personal data is required by law and/or a contractual requirement (e.g. Our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data.

5. Data retention

Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) will retain your personal data for 2 years. Laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep job 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 job-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by the HMRC and associated national minimum wage, social security and tax legislation.

Where Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) has obtained your consent to process your personal data, we will do so in line with our retention policy. Upon expiry of that period we will seek further consent from you. Where consent is not granted Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) will cease to process your personal data.

6. Your rights

You should 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;
- The right to withdraw consent at any time.

Where you have consented to Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) processing your personal data, you have the right to withdraw that consent at any time by contacting monica@finsburylegalappointments.co.uk

7. Automated decision-making

Finsbury Legal Appointments Limited (Gifted and Talented Recruitment) may use automated decision-making to provide a shortlist of suitable candidates based on level of experience, location and previous experience.