



**This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you, providing you with a service, or you are visiting our website.**

**It describes how we collect, use and process your personal data and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us and we are committed to protecting and safeguarding your data privacy rights. This Privacy Policy applies to the personal data of our Website Users, Candidates and Clients.**

**For the purposes of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”), the company responsible for your personal data can be found here:**

<b>Company Name:</b>	<b>BRIDGE RECRUITMENT UK LIMITED ('the Company')</b> Registered in the UK – Company Number 5179736 Registered Office – 8 Twistleton Court, Priory Hill, Dartford, DA1 2EN
<b>Company Contact details:</b>	<b>Sue Penman – Data Protection Officer</b> <a href="mailto:Sue@bridge-recruitment.co.uk">Sue@bridge-recruitment.co.uk</a> ( <a href="mailto:sue@bridge-recruitment.co.uk">mailto:sue@bridge-recruitment.co.uk</a> ) Tel: 01322 293286
	<b>Paul Sangster – Representative</b> <a href="mailto:Paul@bridge-recruitment.co.uk">Paul@bridge-recruitment.co.uk</a> ( <a href="mailto:GDPR@bridge-recruitment.co.uk">mailto:GDPR@bridge-recruitment.co.uk</a> ) Tel: 01322 293286
<b>Document DP5B</b>	<b>Privacy Notice (when personal data is obtained from a 3<sup>rd</sup> party)</b>
<b>Topic:</b>	<b>Data protection</b>
<b>Date:</b>	<b>25 April 2018</b>
<b>Version:</b>	<b>01</b>

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the



Office Address: 16 Bybow Farm, Orchard Way, Wilmington, Kent, DA2 7ER  
Tel: 01322 293 286 Fax: 01322 470 090  
Email: [info@bridge-recruitment.co.uk](mailto:info@bridge-recruitment.co.uk) Website: [www.bridge-recruitment.co.uk](http://www.bridge-recruitment.co.uk)  
Registered Office: 8 Twistleton Court Priory Hill Dartford Kent DA1 2EN  
Registered in England No. 5179736



purposes of providing you with work-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. Collection and use of personal data

### a. Purpose of processing and legal basis

The Company has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate Interest
- Legal obligation
- Contractual obligation

### b. Categories of data

The Company has collected some/all of the following personal data on you:

Personal data:

- *Name, Address, email, telephone number, mobile number, nationality, date of birth and CV.*

### c. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- All the information that the Company holds and processes is for the purposes of finding and matching individuals to new employment opportunities. The data is held in line with our Retention Policy. Upon expiry of the specified retention periods the Company will seek consent from you. Where consent is not granted the Company will cease to process your data.

### d. Recipient/s of data

- The company will not process your data with any third party without your explicit consent.

## 2. Data retention

The Company will retain your personal data only for as long as is necessary. Different 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 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.

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

Where the Company has obtained your consent to process your personal data (*Name, address, email, telephone number, mobile number, nationality, date of birth, CV, social media links, skills, languages, current salary, education certifications, references, interview notes, call recordings, employment status, marketing preferences and preferences for future employment*) we will do so in line with our Retention Policy – Copy available on request. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your data.

### **3. 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.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting Sue Penman (Data Protection Officer) [sue@bridge-recruitment.co.uk](mailto:sue@bridge-recruitment.co.uk) (<mailto:sue@bridge-recruitment.co.uk>) or Tel: 01322 293286.

### **4. Source of the personal data**



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Email: [info@bridge-recruitment.co.uk](mailto:info@bridge-recruitment.co.uk) Website: [www.bridge-recruitment.co.uk](http://www.bridge-recruitment.co.uk)  
Registered Office: 8 Twisleton Court Priory Hill Dartford Kent DA1 2EN  
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The Company sourced your personal data by the following means:

- Job Boards, Search Engines, Referrals, Social Media Platforms and Print and Online Articles.

This information came from a publicly accessible source.

## 5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

**Sue Penman - Managing Director and Data Protection Officer.**

**Email: Sue @bridge-recruitment.co.uk/**

**Tel: 01322 293286**

**Paul Sangster – Data Protection Officer Representative**

**Email: [Paul@bridge-recruitment.co.uk](mailto:Paul@bridge-recruitment.co.uk).**

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.



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