

# Privacy Policy

Kingsley Consulting Ltd is committed to protecting the privacy of our Clients, Candidates and visitors of our website. We want to provide a safe and secure user experience. Kingsley will ensure that the information submitted to us, or which we obtain, via different sources (including our website, through written correspondence (including e-mail) verbal conversations or face to face meetings, is only used for the purposes set out in this policy.

With this privacy policy, we will inform you about the types of personal data we collect from our candidates, the purposes for which we use the data and the ways in which the data is handled. We also aim to satisfy the obligation of transparency under the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and national laws implementing GDPR.

For the purpose of this Privacy Policy the controller of personal data is Kingsley Consulting Ltd.

## **Obtaining Information**

Employees of Kingsley Consulting may collect personal information, including but not limited to; names and contact information, including email address along with other relevant information contained within the CV of any candidate or applicant for any Job advertised by Kingsley Consulting. Kingsley Consulting will also obtain information from candidates via access to the third party job board partners who Kingsley Consulting utilise services to identify suitable candidates for our Clients and secure suitable candidates job offers. Some of the information we have to obtain could be sensitive personal information (such as; Criminal Convictions and Ethnic Origin). Kingsley Consulting might need further information from candidates in order to meet the needs of specific jobs from our Clients.

## **How we use your Information**

Kingsley Consulting Ltd will hold, use and disclose your personal information for our legitimate business purposes including:

- To provide our services in full to you.
- To maintain relationships if you are a visitor and user of our website, Client or Candidate.
- To match your experience with job opportunities which will assist Kingsley in helping secure job offers to you.
- By retaining information so that we can contact you regarding future job opportunities relative to your experience, but outside of your initial application or contact with us.
- To market our products and services to you, advise you of Jobs, News, Events, Promotions. You will be given an option to opt-out of such communications and an option to unsubscribe if you do not wish to hear from us in this way.
- To release personal information to regulatory or law enforcement agencies, if we are required or permitted to do so.

## How we process your information

Under the GDPR ruling, the main reasons that we rely upon in order to process personal information of clients and candidates are primarily for us to enter into or perform a contract with you and to enable us to comply with legal obligations. Some of the additional reasons we process your personal information are;

- To provide our full recruitment services to our Clients and Candidates
- To maintain and develop relationships with Clients and Candidates
- To submit CV information to Clients
- To perform pre-employment and work eligibility checks
- For payroll purposes. We may share your information with 3<sup>rd</sup> party Umbrella Services Companies (USC's) who have been chosen and authorised by you, to make payment to you or your LTD Company under a temporary contract or contract for services basis
- For entering into, administer or performing, a contract – in order to perform obligations that we undertake in providing a service to you, or in order to take steps at your request to enter into a contract with us, it will be necessary for us to process your personal data;
- Administering the contract which we have entered into

## How we share your personal information

From time to time we may need to share your personal information to other parties for the purposes of;

- Providing our range of recruitment services
- To improve our products/services that we offer you
- Business development and marketing purposes relating to our services and products which you have a legal right to opt out of.
- Sharing information to Clients in regards to securing you a permanent, contract or temporary job offer
- Employment reference checking
- Psychometric or Skills evaluating/tests
- Video Interviewing/profiling

Kingsley Consulting expect and require all trusted 3<sup>rd</sup> party to manage and use your data legally and within the scope of the European GDPR law. All our third-party service providers and other entities are required to take appropriate security measures to protect your personal information in line with our policies.

We do not allow and give no permission to our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## Data Retention

The length of time we will hold or store your personal information for will depend on the relationship we have with you and the services which we perform for you. We build relationships with both our placed and unplaced candidates and clients over a significant period, in which this data is used ongoing. Your data will be held securely within our internal CRM System, which is fully encrypted and secure. We endorse our Clients retaining your CV and additional data that we may send in support of any application we make on your behalf. As controllers of your data, they will have an obligation to notify you if your data is to be retained by them for future opportunities within their business.

## Your Data rights - Access/Correction/Erasure/Restriction/Transfer

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information we hold (or to exercise any of your other rights). If you are unwilling or unable to provide information we need to ensure we remain compliant with data protection, then we have the ability to refuse the request. We have a duty of care and legal obligation to ensure that personal information is not disclosed to any person who has no right to receive it.

### Access

- You have a legal right to contact us and request a copy of all information that we hold about you. If there is reason, within the ruling of GDPR that we refuse to provide you with this information (in its entirety) then we will provide you with our reasons for doing so.

### Correction

- You can request and amend any personal information we hold about you which is incorrect. You have a right to ensure that we store only accurate personal information about you.

### Erasure

- In certain circumstances, you have the right to request that your personal information be erased.

### Restriction

- In some circumstances you may have the right to restrict what data we process using your personal information. If, as an example that we process your information on a legitimate interest basis and it's proven that we have no reason or grounding to process your data in this way, you have the right to object in your data being processed this way. You can also object to have your personal data used for direct marketing purposes by Kingsley Consulting.

### Transfer

- You have a legal right for your personal information that we hold about you to be transferred, at your request to another party.

You will not have to pay a fee to access your personal information that we hold about you or to exercise any of the other rights. If your request for access is clearly unfounded or deemed excessive in nature, then we may charge what we perceive to be a reasonable fee for reimbursement on administration and correspondence time. Alternatively, we may refuse to comply with the request in such circumstances.

### Withdraw Consent

- Where you may have provided your consent to us for the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact the Kingsley Office in writing at;

Kingsley Consulting Ltd,  
1<sup>st</sup> Floor Home Ground Barn,  
Pury Hill Business Park,  
Towcester  
NN12 7LS  
[info@kingsleyconsult.co.uk](mailto:info@kingsleyconsult.co.uk)

Once your request has been received and verified, then we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so by law

### **Changes to our privacy policy**

This privacy policy can be changed by Kingsley Consulting at any time. If we significantly update, or change this policy in the future then we will communicate these changes to you.

### **Complaints**

We take the processing and controlling of your data very seriously, however If you have any concerns or complaints on how Kingsley Consulting is using your personal data and information you can contact us directly on;

**Phone: 01327 227320**

**Email: [info@kingsleyconsult.co.uk](mailto:info@kingsleyconsult.co.uk)**

**Post: Kingsley Consulting Ltd, 1<sup>st</sup> Floor, Home Ground Barn, Pury Hill Business Park, Towcester, NN12 7LS**