

PRIVACY POLICY

It is essential you understand what information we hold and how we process it to provide our recruitment services to you. It is also imperative that you know how we manage this information, while fulfilling our obligations to you under the new General Data Protection Regulations (GDPR).

The Information we collect

We will collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your Curriculum Vitae ("CV"). On occasion this will also include sensitive personal information such as details of criminal convictions and ethnic origin. When we receive your details and CV electronically, this may be through a direct application via the website or an application that you have made through a third party job board.

We will likely obtain further personal information about you during the course of our relationship with you. This information may be obtained from you directly or from third parties, such as organisations to whom we have provided your CV and who have engaged with you as part of a job application.

How we use your Personal Information:

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

- To provide our recruitment services to you
- To maintain our business relationship, whether you are a user of our website, a client or candidate
- To enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts
- To match your details with job vacancies, to assist us in finding a position that best suited to you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs
- To retain your details and notify you about future job opportunities other than the specific role for which you have contacted us

- To answer your enquiries
- To direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Before we do so, you will be given an option to opt-out of such communications and an option to unsubscribe will also be provided with each communication
- To fulfil contractual obligations with our clients

PBR

Paul Bennett Recruitment

www.pb-recruit.co.uk