



# Privacy Policy

**Company Name:** Keystaff Recruitment Limited  
**Address:** 27 Booth Street, Ashton under Lyne, OL6 7LB  
**Contact:** Mr Matthew Coley  
**Date:** 20th May 2018

Keystaff Recruitment are committed to the implementation of the new General Data Protection Regulation (GDPR) to ensure your personal data is protected and explain how we collect and use that information. Keystaff recruitment - in its business operation, is acting as a Data Controller. In addition; Keystaff Recruitment reserves the right to make changes if required and update this privacy policy for the purpose of increased transparency.

## 1.Data Collected

Keystaff Recruitment is an employment business which collects personal data to provide temporary and permanent work placements with current or prospective Clients and updating internal records to allow Job Seekers to receive correct payment and fulfill legal obligations. Occasionally, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests

Listed below- data which we may collect;

Name, Work History, Identification, Job title, location, interests, preferences, email addresses, payroll information, telephone number and other information related to client requirements.

Keystaff Recruitment will only collect your data to allow it to function as an employment business to provide work placements for both candidates and clients and will rely on your consent, valid interest and legal obligation

## 2.How Data is Collected

Data is collected by the following;

Contact information via the website, a cv, phone calls, emails, clients and direct contact and any relevant social media, third party information which is relevant to pre-employment screening.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

### **3.How we use cookies**

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **4.Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **5.Security**

We are committed to ensure that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **6.Your Rights**

Under updates to the new Data Protection Regulations, please see below;

You can request correction of any personal information we hold

You can request complete removal of all personal data providing there is no legal conflict

You can restrict processing of certain personal data

You have the right to withdraw consent at any time

You have the right to withdraw from any direct marketing

You have the right to access any personal information on file

### **7.Data Retention**

Keystaff Recruitment will only retain personal data in accordance with the Employment Agencies and Employment Businesses Regulations 2003. In addition, records pertaining to payroll activities will be retained longer to satisfy HMRC compliance.