

Create Recruitment Specialist Ltd are committed as an organisation to protecting your personal information and have taken all the necessary steps required under the Data Protection - General Data Protection Regulation 2018 (“GDPR”) to ensure we handle this type of information correctly and sensitively.

Our privacy policy lets you know what personal information we collect from you when you apply for a job with us, how we store and use it, and how you can access and manage this information.

## **Privacy Policy**

### **WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?**

We collect the personal information requested on our application forms and contact forms together with any comments or remarks that you may provide in free text fields (such as personal statements) or CVs (where applicable). We may also keep a record of references received from third parties (including those you give us, credit reference and fraud prevention agencies) and of any other correspondence or communication between you and us, whether written, e-mailed, or interviews or communication via telephone calls.

We process the following types of personal data about you:

- Contact details
- Identification information
- Information about past and current employment
- Education and qualifications

### **HOW DO WE MAKE SURE YOUR PERSONAL DATA IS SECURE?**

Any personal data collected by Create Recruitment Specialist Ltd is stored on one central database or CRM system which is the central point for our contact and candidate data, this is a cloud-based system.

Therefore, whilst we take steps to protect user privacy, no data transmission over the internet can be entirely secure. We therefore do not guarantee the security of personal information that you send to us. Any personal information you do send is at your own risk but once we receive it we use strict internal procedures to safeguard it.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

In connection with a contract between you and us or an employer...

We may use and process your personal information where it is necessary for us to do so to in connection with or anticipation of a contract between you and us, or an employer to:

- process your job application and otherwise manage the recruitment process;
- help potential employers assess and process your job application;
- help potential employers check and confirm the references that you provide as part of your job application;
- check with any necessary regulatory, industry and/or security authorities relevant to the position that you have applied for.
- keep contact details for clients including email address and head office addresses

#### OUR LEGITIMATE BUSINESS INTEREST

We may use and process your personal information where it is necessary for us to pursue our legitimate interests as a business for the following purposes:

- Help us identify you so we know who we are talking to;
- Help prevent and detect fraud or loss;
- To contact you with information about opportunities that you might be interested in from time to time via phone.
- Assess risk, carry out market research, statistical analysis, test systems, improve the way that we run our recruitment process and your application (including quality assurance) and analyse your application and recruitment history;
- Train staff and monitor our services. This may mean that we record our conversations or our correspondence with you to make sure we are providing you with a good service and to make sure we keep to our legal and regulatory obligations.

#### WHERE YOU HAVE PROVIDED US WITH CONSENT

We may use your personal information where you have consented for us to do so:

- To contact you by email or other electronic means about opportunities that you might be interested in from time to time;

This consent can be withdrawn at any time by emailing us at [info@createrec.co.uk](mailto:info@createrec.co.uk)

#### HOW CAN YOU FIND OUT WHAT PERSONAL INFORMATION WE HOLD ABOUT YOU?

You are entitled to see the personal information that we hold about you at any time. If you write to, email or phone us and ask to see this information, you can do so by: emailing us at [info@createrec.co.uk](mailto:info@createrec.co.uk) inserting the words 'My Personal Data Request' in the heading.