

Privacy Policy and Data Protection

Introduction

Acruits are required to follow the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We take privacy seriously and are committed to protecting your privacy. We will not sell, trade or rent your personal information to others unless we have your permission or are required to do so by law. We use data collected to provide the best recruitment service to clients and candidates.

This Privacy Policy details how Acruits uses and protects any information obtained by us directly from candidates, clients and suppliers and those indirectly obtained from a job board, social networking site or other public domain. Acruits uses its sources lawfully.

Legitimate Interest

In order for us to provide a recruitment service to clients and candidates it is in the Legitimate Interest of all parties that Acruits can process personal data.

Data we collect

We will collect personal data which may include name, address, telephone number, email address, online identifiers, CV document, current remuneration package details, future remuneration expectations, ID checks, right to work checks, payroll records etc.

When using our website/making enquiries, we may also collect, store and use the following kinds of personal information:

information about your computer and about your visits to (and use of) this website (including your IP address, geographical location, browser type and version, referral source, length of visit, page views and website navigation paths);

information that you provide to us when enquiring via our website forms or direct emails to 'info@acruits.com' (including your name, job title, company email address, company phone number);

information that you provide to us when downloading content such as whitepapers, strategy insights, brochures etc. (including your name, job title, company email address, company phone number);

information contained in or relating to any communications that you send to us or send through our website (including the communication content and meta data associated with the communication);

any other personal information that you choose to send to us throughout the enquiry/scoping period or whilst we deliver services to you.

Why we collect this data

We require this information to understand recruitment needs and therefore provide the best possible service to clients and candidates. Personal data will be stored, processed, used and disclosed by us to:

process an enquiry (directing your enquiry to the most relevant Senior manager/Director, to track your enquiry to its conclusion to ensure you are satisfied with the outcome/ our response and for administrative purposes)

ensure downloaded content has been received and to outline our services

save an audit trail of your 'opt-in' to email communications

send you marketing communications that you have specifically requested (you can inform us at any time if you no longer require the emails, either by using the 'unsubscribe' button included on all marketing emails or by requesting to be removed from the list by emailing info@acruits.com)

provide suppliers with statistical information about our users (but those third parties will not be able to identify any individual user from that information)

deal with complaints made by or about you relating to our website

keep our website secure

provide our recruitment service and facilitate the recruitment process

assess candidate suitability against vacancies we have available

contact individuals by email, SMS, phone, SKYPE or social networking about vacancies that we feel may be of interest to them or regarding vacancies that they have placed with us.

send CVs to clients – we will always obtain verbal and/or written consent from candidates before presenting details to a client.

send to third parties who we retain to provide services which may include reference checking, qualification and criminal record checking etc. We will always ensure that the third parties that we use comply with the EU General Data Protection Regulation (GDPR)

be used by third parties who perform outsourced functions on our behalf such as IT Consultants carrying out work on our IT systems, professional advisors and auditors. We will always ensure that these third parties also comply with the EU General Data Protection Regulation (GDPR)

to fulfil our contractual obligations to our clients

to ensure that our records are kept up-to-date

to maintain our business relationship with clients and candidates

to comply with legal requirements

Consent

If we want to use your data for any reason other than to provide a recruitment service to you then we will seek your consent to process or disclose your information.

Access to your data

Access to your personal data is only provided to our staff and third parties who help us to process data as well as prospective and intended employers. Certain sections of our site may encrypt data. However, data transmissions over the internet cannot be guaranteed 100% secure.

How long we keep your data

We will not retain your data for any longer than is necessary. Your personal information will be stored for as long as the purpose for which the data was collected continues or for as long as is necessary to satisfy audit, legal, regulatory or accounting requirements or to protect Acruits Recruitment's interests.

What are your data protection rights?

You have the following rights under the General Data Protection Regulation in relation to how your personal data is processed. Should you wish to contact us regarding exercising these rights then please do so by emailing us at info@acruits.com

Right to Object

You have the right to object to your data being processed. We will respond to your objection within 1 month

Rights in relation to automated decision making

We will always gain your consent prior to the application of any automated decision-making process

Right of rectification of inaccurate or incomplete data

You are responsible for ensuring that all information supplied by you is true, complete, accurate and not misleading or likely to mislead or deceive. You have the right to request that Acruits corrects any incomplete or inaccurate data that we hold for you. We will respond to your request within one month.

Right to erasure – also known as the right to be forgotten

You can request that Acruits removes all your personal data. However, this is not an absolute right – we can keep your personal data if we have a legal reason for doing so. If you ask for your data to be erased we may ask whether you just do not want to hear from us for a period of time or whether you want your data to be permanently deleted. We cannot keep lists of people whose data we have deleted, therefore we may still contact you if at a later date we find your details on a job board or social networking site.

If you have requested for your data to be erased, we will tell any third parties to whom we have passed your data, that you have filed a request to erase. They must also do the same.

We are required to keep certain records, such as ID or right to work checks and payroll records for certain periods of time. These obligations will override any requests to erase data or any objection to processing for so long as we must keep the data.

Right to make a Subject Access Request (SAR)

You have the right to ask for a copy of the information we hold for you. We will ask you to verify your identity and may request further information about your request. If you make such a request then we will respond to you within one month, this may and can be extended to a further two months in certain circumstances. We will not charge you to respond to your request for information unless for example you have made repeated requests for the same information. We could refuse to comply with your request for the same reasons.

Right to Restrict Processing

Under certain circumstances you have the right to request the restriction of the processing of your data. We will respond to your request within one month

Right to complain to the Information Commissioner's Office (ICO)

If you feel that Acruits is not meeting data protection obligations, and if you are not satisfied with our response to your concerns, then you may complain to the Information Commissioner's Office, who will look into the matter for you. Information on how to do this is available at <http://ico.org.uk/complaints>.

Personal Data breaches

If we should suffer a data breach such as loss or theft of personal data, then we must inform the ICO. If there is a high risk to you then we must inform you too.

Direct Marketing

An organisation must have your express consent to send you direct marketing so, if Acruits wish to tell you about services other than work-finding services then we will seek your permission to send this to you.

Notification of changes to our Privacy Policy

This Privacy Notice is regularly reviewed and may be updated from time to time to reflect changes in our business, or legal or commercial practice. Where an update is relevant to our processing of your data, we shall notify you of the same.

Links to other sites

This Privacy Policy does not cover links within this site to other websites. We suggest that you read the privacy policies on the other websites you visit.

Cookies

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website, which enables the website to tailor its offerings to your preferences when you visit it.

We use cookies for helping us to deliver a high-quality recruitment service and to track browsing behaviour on our sites.

Your rights

If you have any questions concerning your rights or should you wish to exercise any of these rights please contact us on info@acruits.com

For more information on your rights

Please visit the ICO website – www.ico.org.uk