



The People Business UK

Candidate Privacy Notice

This Candidate Privacy Notice explains what I do with your personal data, whether I am in the process of helping you find a job for the first time, continuing my relationship with you, or you are visiting my website. It describes how I collect, use and process your personal data and how, in doing so, I comply with my legal obligations to you. Your privacy is important to me and I am committed to protecting and safeguarding your data privacy rights. This Privacy Notice applies to the personal data of my website Users, Candidates and Clients.

For the purposes of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”), the entity responsible for your personal data can be found here:

- Sole Trader: Kevin Bush. Trading Name: The People Business UK
- Contact details: Kevin.bush@thepeoplebusiness.co.uk. Telephone 07921149720

My activities include a recruitment service for clients which provides facilitation services between its clients and job seekers for which a fee is charged to clients.

Job seekers are not charged any fee of any description.

I must process personal data (including sensitive personal data) so that I can provide these services – in doing so, I act as a data controller.

You may give your personal details to me directly, such as on an application or registration form or via my website, or I may collect them from another source such as a jobs board. I must have a legal basis for processing your personal data. For the purposes of providing you with job-finding services and/or information relating to roles relevant to you, I will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

I will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases I rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation



b. Categories of data

Where your personal data and/or sensitive personal data has been obtained from a 3rd Party, I will likely have collected the following personal data on you:

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications including qualification verification
- CV or Resume
- National insurance number
- References
- job titles
- profession
- demographic information such as postcode, preferences, and interests

Sensitive personal data

- ID – passport / ID – Passport Number / VISA or work permits / driving licence
- Disability/health condition relevant to the role
- Criminal convictions
- Eligibility to work in the UK

Source of the personal data:

I may have sourced personal data/sensitive personal data:

- From you
- From UK jobs boards
- LinkedIn and other business networking websites
- My own website
- A former employer
- A referee whose details you previously provided to us

Where I have relied on a legitimate interest to process your personal data my legitimate interests is/are as follows:

- Providing job-finding services to you and my clients
- Managing my database and keeping job-seeker records up to date
- Contacting you to seek my consent where I need it



d. Recipient/s of data

I will process your personal data and/or sensitive personal data with the following recipients:

- Clients
- Other recruitment agencies in the supply chain
- Third-party Employment Checking Agencies
- Former/current employers whom I may seek references from with your express permission

e. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. my client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- I will be unable to provide you with job finding services.

2. Data retention

I will retain your personal data only for as long as is necessary to complete an assignment and discharge my responsibilities for any post-placement agreements with the client.

The personal and sensitive data for candidates that I placed into permanent roles will be kept on computerised files from which printed copies may be produced from time to time only in pursuit of the legitimate interests.

Where I have obtained your consent to process your personal and sensitive personal data, I will do so for a maximum period of 2 years. Upon expiry of that period, I will seek further consent from you. Where consent is not granted, I will cease to process your personal data and sensitive personal data.

In addition to the above, Consent will be requested to keep personal and sensitive data for a two-year period and further consent will be requested after that time.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data that I process on you;
- The right of access to the personal data that I process on you;
- The right to rectification of your personal data;
- The right to the erasure of your personal data in certain circumstances;
- The right to restrict the processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on public or legitimate interest;



- The right not to be subjected to automated decision-making and profiling; and
- The right to [withdraw consent](#) at any time.

4. Sources of the personal data

I may have sourced your personal data/sensitive personal data by the following means:

- Your application in person
- Referees introduced by you
- My website
- Publicly accessible sources including any UK Job Board and business networking sites such as LinkedIn.

5. Complaints or Queries

If you wish to complain about this privacy notice or any of the procedures set out in it , please contact me.

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at www.ico.org.uk/concerns/, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

I have read, understand and agree to the content of this Candidate Privacy Notice

Print full name.....Date.....

Signature.....