



ADEPTUS TALENT LIMITED PRIVACY POLICY

Adeptus Talent Limited is a recruitment company who recruit for roles in the United Kingdom. The purpose of this document is to outline how Adeptus Talent Limited (“we”: “us”) as the Data Controller obtains specific information and data from you, to provide our services.

Data protection is essential to remaining transparent, building trust between Adeptus and its clients, and aims to process your data in accordance to current best practice and GDPR law.

This document outlines the legal requirements and data protection principles that are upheld by Adeptus to ensure that the data we hold is used fairly, lawfully and transparently and;

- is accurate and updated where necessary;
- its specified use is relevant and limited to what it is required for to provide our services;
- held only for as long as necessary;
- handled and stored in a way that protects unlawful use or access.

OUR CONTACT DETAILS

Name: Adeptus Talent Limited

Registered Address: 3 Bridge View, Bristol, BS41 8AA

Registered company number: 15953813

E-mail: info@adeptustalent.co.uk

WHO WE COLLECT PERSONAL DATA FROM

- Candidates – prospective and placed candidates for permanent and contract roles;
- Clients – prospective and current client contacts;
- Suppliers – prospective and current suppliers to support our services;
- Referees and emergency contacts – for candidates, prospective employees and current employees.

THE TYPE OF PERSONAL INFORMATION WE COLLECT

Data will be collected from you when you contact us via phone, website, email or by other means. We may collect and process the following information:

- **Identity information:**
 - Name;
 - Date of Birth;
 - Photographs.

- **Contact information:**
 - Address;
 - Private and/or Corporate e-mail address;
 - Phone Number;
 - Next of Kin/Emergency contact details.

- **Employment History and Information:**
 - Compliance documentation;
 - Employment references;
 - Evidence of your right to work in the United Kingdom;
 - Curriculum Vitae (CV).

- **Financial Information:**
 - Bank details;
 - National Insurance Number;
 - Financial business information, companies house and VAT checker searches (clients).

- **Other:**
 - Links to professional profiles i.e. LinkedIn, corporate websites;
 - Any other information you have provided to us via email or over the telephone.

WHY WE COLLECT THIS INFORMATION ABOUT YOU

The personal information we process is used for one of the following reasons:

- To provide you with details about our services;
- To assess your suitability for a new role / position;
- To inform you of potential job opportunities;
- To confirm your legal eligibility to start a new role / position;
- To facilitate the onboarding process for your new role / position;
- To set you up for payment processing.

These are the places where the data is captured and stored:

- Via our website;
- Via LinkedIn, CV-Library, other job search platforms or publicly available internet sources;
- Via current or previous employers;
- Via third parties, for example, for credit references or to check academic qualifications.

Data may be stored in the following places:

- In email in some limited cases;
- Firefish which is our Customer Relationship Manager (CRM) system;
- We may share this information with our end clients where necessary for pre-employment screening.

PURPOSE OF PROCESSING AND LEGAL BASIS

Adeptus Talent Limited will collect your personal data (which may include special category personal data) and will process said data for the purposes of:

- Providing you with information, products and services that you request from us or we believe will be of interest to you based on their relevance to your career or to your organisation;
- Offering you information about additional goods and services we provide that are similar to those that you have previously purchased, received or enquired about;
- Enhancing our service. While our primary offering is connecting candidates and clients for the purpose of temporary or permanent engagement, we also extend our support to individuals throughout their career and to supporting businesses' resourcing needs and strategies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We are bound by contractual obligation with you, or are in the process of establishing a contractual obligation.
- Where we have a legal obligation, such as for compliance and screening reasons to enable you to start your new role, or in order to comply with legislation and recruitment standards within our business area;
- Where we have a legitimate interest, after ensuring our interests do not outweigh your interests or rights and freedoms. This includes, but is not limited to, providing information about our services and discussing roles or enquiries with you;
- We rely on your consent, or explicit consent, for specific interactions such as subscribing to newsletters or the collection of special category data. When we ask for consent, you have the right to withdraw that consent at any time.

HOW WE STORE YOUR PERSONAL INFORMATION

All data is stored within the UK & Europe. All information stored on our recruitment software is secured through the Microsoft Azure Infrastructure and located at two data centres locations within Europe. Our primary centre is located in Microsoft's Western European centre, and these facilities are secured by a series of measures, including (but not limited to) biometric access, security alarm systems and round-the-clock security staff. Additional security information on Microsoft's data centres can be found [here](#).

Data is stored using industry standard administrative, technical and organisational security measures with the aim of ensuring its confidentiality, integrity and availability. Adeptus Talent Limited will take all steps reasonably necessary to ensure that your data is handled securely and in compliance with this privacy notice.

Adeptus Talent Limited recognise our legal obligation to store and maintain accurate data and only retain personal data for the appropriate retention period. Accordingly, we run data cleansing routines to remove aged data that is no longer required. The criteria we use to determine whether we should retain your personal data include:

- The nature of the personal data;
- It's perceived accuracy;
- Our legal obligations;
- Whether an interview or placement has been arranged;
- Our recruitment expertise and knowledge of the industry by sector and job role;
- Your engagement and communication with us.

We may store and handle your data in the following ways:

- We may archive part or all of your personal data, retain it on our financial systems only or delete all or part of the data from our main Customer Relationship Manager (CRM) system;
- We may pseudonymise parts of your data, particularly following a request for restriction or erasure of your data, to ensure that we do not re-enter your personal data on to our database, unless requested to do so.

WHO WE SHARE INFORMATION WITH

- For candidate, we share your information with clients who have vacancies for jobs that match your interests;
- We may share your data with third parties for purposes such as, but not limited to, credit referencing or verifying academic qualifications;
- Additionally, we will disclose your information if legally required to do so.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

Your right to be informed – You have the right to be informed about the collection and use of your personal data including the purpose, retention and how we share your data in a clear and transparent way. This document therefore is your privacy notification.

Your right of access - You have the right to request access to the personal information we hold about you, this is known as a 'subject access request' (SAR). This request can be made verbally or in writing and will be responded to without undue delay within 1 month of this request. We will be required to confirm your identity prior to releasing this information to you.

Your right to rectification - You have the right to request for your personal data to be updated should we hold incorrect or incomplete information. This request can be made verbally or in writing and will be responded to without undue delay and within 1 month of this request.

Your right to erasure – Also known as the 'right to be forgotten', you have the right to request your data to be erased where there is no exception for us to hold your data. This right is not absolute and only applies in certain circumstances. This request can be made verbally or in writing and will be responded to without undue delay, and within 1 month of this request. If erasure is not possible, you may be able to request your right to restrict processing.

Your right to restriction of processing - You have the right to ask us to restrict or suppress the processing of your personal information in certain circumstances. Therefore, we have the right to store your data but not use it.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances. This may include your right to object to marketing or contact for future potential opportunities.

Your right to data portability - You have the right to obtain and reuse the data we hold for you for use with other services, in a way that maintains the integrity of the data and is transferred in a secure manner. This includes moving, copying or transferring data to another without affecting its usability. This right only applies to data provided to us as the data controller, by yourself.

Your right to withdraw consent – If we have required consent for any of our services provided, you have the right to withdraw that consent at any point in time.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@adeptustalent.co.uk if you wish to make a request.

HOW TO CONTACT US

Should you have any questions or concerns about the way in which we use your data, or you wish to exercise your right as outlined under your data protection rights, you can contact us at info@adeptustalent.co.uk.

HOW TO MAKE A COMPLAINT

You have the right to make a complaint to 'the commissioner', namely the Information Commissioner's Office (ICO) the UK supervisory authority for data protection issues, if you are concerned by the way in which we have used your data by contacting the following:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.