

Candidate Privacy Notice

GDPR (the **General Data Protection Regulation**) is the new EU data protection regulation which will be directly applicable across the EU on 25 May 2018. As a result, we have updated our Website Privacy Policy which can be viewed at www.midgleyconsulting.co.uk and this Candidate Privacy Notice sets out how Midgley Consulting Ltd uses and protects any data or information that you give us when interacting with the company, its employees, its website or its services. We are committed to ensuring that your privacy is protected and take it very seriously.

About Us

Midgley Consulting Ltd is a boutique Recruitment Consultancy which primarily exists to help candidates find new jobs and clients fill vacant job positions. In order to achieve this, we must collect and store data, use this to help us and employers decide on the suitability of a candidate and keep records of candidate's job search history to fully represent them. We will also use candidate data for marketing purposes, to send newsletters and updates on jobs or content related to their career, where the user has given consent.

Contacting us about your data we hold or our privacy notice

If you want to contact us to discuss how we use or manage your data, please email us on info@midgleyconsulting.co.uk

Candidate Representation & Consent Form

By ticking the relevant boxes on the Consent Form you authorise us to hold data about you in a secure system along with notes that will allow us to represent you accordingly. This means we know who you are with contact details, what your requirements are and hold information that we can send to your potential employers to help you find a new role. We will also update our records on you depending on the communications we have with you and how you interact with our services. This data will be held whilst you are deemed as employable, whether this is when you are actively seeking a role now or in the future.

What information is being collected?

Only information that will help the process of seeking employment or developing a career for a candidate will be held by Midgley Consulting Ltd. The information we collect will be on candidates who give us consent to hold and use their data that will include factual data based on the profile of the candidate (e.g. name, address, email address, telephone number, experience, skillset, salary details, etc.) and also other information like what interviews they are put forward to, dates, how they performed at these interviews, jobs secured, jobs rejected, salary offered, references etc. We may also categorise you on our systems into job or experience based segments to help us locate you amongst our data.

You have the right to ask for this to be removed, amended or updated at any time and we can supply you with the data that we hold on you upon request.

Who is collecting it?

The data is being collected by Midgley Consulting Ltd and employees of it and stored only on secure and licenced company software or platforms. Data may be shared with employers who will use this to assess the candidate for interviews and suitability for their positions.

How is it collected?

The majority of our data comes from job applications for our advertised roles into the business or the submission of CV's. This normally comes via email, whether direct from 3rd party websites or to our consultant's email inboxes directly or from our website. We also collect data from both publically available databases of candidates who have listed their CV for viewing by agencies and employers or from password protected databases which we subscribe to in order to access candidate data. In all instances, candidates will be required to give consent for their data to be held on our systems. Where consent has not been given and we are in receipt of data, this will not be used in any way and be deleted from all platforms that they have been received onto, within 30 days.

Data is collected from a range of sources and uploaded onto our licenced company software or platforms. These sources may include CVs submitted to the business directly either digitally or off-line, CV's submitted indirectly through referrals, CV data from online job board sites, collected verbally over the phone or face to face, via text messages or online messaging.

We will also store data about individuals from clients and candidates who provide feedback on CVs and meetings by communicating verbally, in written form offline or online through emails, post, online messaging or telephone text messaging.

Why is it being collected?

We collect data and information on candidates that will assist us and potential employers to make a decision whether they may be suitable for an employer's role.

How will it be used?

It will be used to profile the candidates that we have consent for to introduce to an existing or speculative employer and used to help generate interviews for these candidates. It will be used for communication purposes so that employees of Midgley Consulting Ltd can communicate with and provide updates to candidates. This information may also be passed to clients for communication reasons, to conduct interviews, provide offer letters or other direct communications.

It may also be used for marketing purposes by Midgley Consulting Ltd to send emails, text messages, newsletters about job and career information that will be deemed beneficial to the candidate.

Who will it be shared with?

The data will be shared amongst recruitment consultants and employees internally within Midgley Consulting Ltd to help find them a role. They will all have access to all of the data that is stored about a candidate and can use this in accordance with their employment contracts. In

order to carry out the accounting, payroll and pension function, your personal details will also be shared with Andrea Dobson Ltd t/a CheapAccounting, Regency Payroll & NOW Pensions. Your details will only be used for the purposes of accounting, payroll and pensions. Andrea Dobson Ltd t/a CheapAccounting, Regency Payroll & NOW Pensions have always been committed to data security.

The data will be shared externally with speculative, new or existing clients by Midgley Consulting Ltd. These will include a range of people within the employer's organisation who are in a position to make a decision on a candidate's skills and experience for a job interview or employment.

What will be the effect of this on the individuals concerned?

Data will be used to profile a candidate and help employees from Midgley Consulting Ltd make a decision on whether they would be suitable for a role based on the data we hold. Relevant pieces of this data will be supplied to employers to help them make a decision on the suitability of the candidate.

Is the intended data use likely to cause individuals to object or complain?

No, consent will have been taken from the candidate for the use of their data.

However if you wish to make a complaint please email us on info@midgleyconsulting.co.uk.

Your rights

We take your rights very seriously and will adhere to the following:

- Your right to be informed of use of data
- Your right of access to your data
- Your right of rectification of data
- Your right to erasure of data and be forgotten
- Your right to restrict our processing of your data
- Your right for your data to be portable
- Your right to object at the use of your data
- Your rights relating to automated decision making and profiling

We will hold your details on our file for as long as you are in any employment or deemed to be employable. If we have not had meaningful contact with you (or, where appropriate, the company you are working for or with) for a period of two years, we will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it. (For example, because of our obligations to tax authorities or in connection with any anticipated litigation) Upon request, we will provide you with all of the data that we hold on you. Please email the Data Officer listed below for this information.

Upon request, Midgley Consulting Ltd will adhere to the rights listed above so if you want us to address or action any of these please do so by contacting the Data Protection Officer at any time at info@midgleyconsulting.co.uk. Please send us your date of birth, name, registered email address and mobile number to ensure that we correct the right record. You also have a right to

see the data that we hold on you, please contact The Data Protection Officer should you require this.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial processes to safeguard and secure the information we collect and store.

Website Cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

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.

Changes to this Privacy Notice

From time to time we may make changes and updates to this policy in order to ensure your information and data is secure.

Consent Form

In order for us to continue to process your data and/or contact you in the future about exciting opportunities, please complete the options below:

- I am happy to receive marketing communications
- I am happy to receive work related communications
- I am happy to receive emails
- I am happy to receive text messages
- I am happy to receive telephone calls
- I would like to be removed from your system

By clicking the relevant box, you are providing consent for us to represent you as a candidate and to retain your data for processing, however you can choose how we communicate with you.

Be assured that you can request that this be amended, updated or deleted upon request.

If we have not had meaningful contact with you (or, where appropriate, the company you are working for or with) for a period of two years, we will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it. (for example, because of our obligations to tax authorities or in connection with any anticipated litigation) After this period, it is likely your data will no longer be relevant for the purposes for which it was collected.

For those candidates whose services are provided via a third party company or other entity, "meaningful contact" with you means meaningful contact with the company or entity which supplies your services. Where we are notified by such company or entity that it no longer has that relationship with you, we will retain your data for no longer than two years from that point or, if later, for the period of two years from the point we subsequently have meaningful contact directly with you.

Name: _____

Date: _____

Signature: _____