

Data Protection and Privacy Notice for Candidates

Big Red is a recruitment business which provides work-finding services to its clients and work-seekers. Big Red must process personal data (including sensitive personal data) so that it can provide these services. In doing so, Big Red acts as a data controller.

You may give your personal details to Big Red directly, such as on an application or registration form or via our website. Or, we may collect them from another source such as a jobs board or LinkedIn.

Big Red must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we 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

Big Red 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 we rely upon to offer these services to you are:

- Legitimate interest
- Consent
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where Big Red has relied on a legitimate interest to process your personal data, our legitimate interests are as follows:

Big Red's aim is to fill a vacancy for a customer by finding the best possible candidate using several means. This may be a search on its historical database, advertising for applicants or searching a job board or social media site such as LinkedIn. Big Red has a legitimate interest in approaching a candidate who brands themselves as 'Open to Work' on LinkedIn, or has uploaded their CV to a job board, and then will consent to continue discussions and apply via the Big Red website.

c. Recipient/s of data

Big Red will process your personal data and/or sensitive personal data with the following recipients; with your permission and after a telephone screening call:

- With a customer who we are looking to fill a vacancy for

Big Red do not send your data to a third party without your knowledge

d. Statutory/contractual requirement

Your personal data is not required as part of a statutory and/or contractual requirement, and/or a requirement necessary to enter into a contract.

2. Data retention

Big Red will retain your personal data for only as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Business Regulations 2003 require us to keep work-seeker records for at least year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, and pensions auto-enrolment records for as long as it is legally required by HMRC, as well as associated national minimum wage, social security and tax legislation information.

Where Big Red has obtained your consent to process your personal data, we will do so in line with the REC retention policy. Upon expiry of that period Big Red will seek further consent from you. Where consent is not granted Big Red will cease to process your personal data.

3. Your rights

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

- The right to be informed about the personal data Big Red processes on you;
- The right of access to the personal data Big Red processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict 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 a public or legitimate interest;
- The right to not be subjected to automated decision-making and profiling, and;
- The right to withdraw consent at any time

Where you have consented to Big Red processing your personal/sensitive data you have the right to withdraw that consent at any time by contacting the Data Officer, Alex Taylor, at alex@bigredrecruitment.co.uk.

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