

## Next Recruitment Ltd Privacy Policy



### For the purpose of the General Data Protection Regulation ("GDPR") May 2018

Next Recruitment Ltd are committed to protecting and respecting Your privacy. This Privacy Notice sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by connection with our recruitment processes. Please read the following carefully to understand how and why we will collect your personal data and how we will treat it.

#### Who is collecting your information?

Next Recruitment Ltd, whose registered office is at 1558 Stratford Road, Hall Green, Birmingham, B28 9HA is the controller and responsible for your personal data

Our full details are:

- Full name of legal entity: Next Recruitment Ltd
- Postal address: 1558 Stratford Road, Hall Green, Birmingham, B28 9HA
- Email address: [accounts@nextagency.co.uk](mailto:accounts@nextagency.co.uk)
- Telephone number: 0121 733 2888

#### Collecting and use of personal data

Next Recruitment 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

#### Legitimate interest

Where Next Recruitment Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Next Recruitment Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Providing work finding services to the individual, including sending their information to clients where they have demonstrated an interest in doing that particular type of work.

#### Recipient/s of data

Next Recruitment Ltd will process your personal data and/or sensitive personal data with the following recipients:

- Candidates former or prospective new employers
- The Recruitment and Employment Confederation (and any other trade bodies)
- Any third parties who carry out audits to ensure the business is run correctly
- Payroll services/providers, Umbrella companies, pension providers
- Other recruitment agencies in the supply chain Insurers, legal advisers, IT/CRM providers
- Government law enforcement agencies and other regulators

### Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our 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:

- Next Recruitment Ltd will be unable to introduce or supply and work seeker to a client.

### Data Retention

Next Recruitment Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

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

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

Where Next Recruitment has obtained your consent to process your personal/and sensitive data we will do so in line with our retention policy.

### Your rights

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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 not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Next Recruitment Ltd processing your personal data, you have the right to withdraw that consent at any time by contacting us at: [accounts@nextagency.co.uk](mailto:accounts@nextagency.co.uk)

There may be circumstances where Next Recruitment Ltd will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Next Recruitment Ltd processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

### Cookies

Next Recruitment Ltd obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalized content.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, please refer to our cookies policy.

### Log Files

We use IP addresses to analyse trends, administer the site, track user's movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### Links to external websites

Next Recruitments Ltd website may contain links to other external websites. Please be aware that Next Recruitment Ltd is not responsible for the privacy practices of such other sites. When you leave our site we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by Next Recruitment's website.

### Data Security

Next Recruitment Ltd takes every precaution to protect our users' information. Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) are granted access to your information.

Next Recruitment Ltd uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/the internet is not entirely secure and for this reason Next Recruitment Ltd cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/the internet.

If you share a device with others we recommend that you do not select the "remember my details" function when that option is offered.

**If you have any questions about the security of our website, you can email – [accounts@nextagency.co.uk](mailto:accounts@nextagency.co.uk)**

### Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: [The Data Controller - accounts@nextagency.co.uk](mailto:accounts@nextagency.co.uk)

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://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.