

Hansonlawrie – Candidate Personal Data Statement

Hansonlawrie acts as a HR management service provider, recruitment agency and a recruitment business, introducing job seekers to hirers for permanent and temporary opportunities respectively.

This document explains how we use the personal data we collect about you when you apply or register with **Hansonlawrie** as a job seeker.

Registration for job seekers is free so there is no formal contract between us unless you are engaged as a temporary employee. In that case you will either be employed by **Hansonlawrie** or engaged as a limited company contractor, depending on your preference.

Following your registration and in order to put you forward for opportunities you are interested in, it will be necessary and in our legitimate interests to process your personal data in the manner set out below.

In certain situations, we may also ask you to supply limited sensitive or special category personal data relating to your eligibility to work in the UK or criminal records or your health (“sensitive personal data”). We will only ask for sensitive personal data when it is needed to comply with a statutory obligation or to ensure that any employment rights are respected.

What information do we collect about you?

We collect personal data about you when you register with **Hansonlawrie**. That personal data is needed to provide you with the recruitment services we deliver.

That personal data includes your name, email, address, contact details, work history, employment preferences, references and the usual information contained on a curriculum vitae. We will also ask for and keep copies of your curriculum vitae and, where appropriate, proof of your eligibility to work in the UK and in accordance with our legal obligations. If you are employed by **Hansonlawrie** we will also ask you to provide us with the information needed to ensure that you are paid appropriately.

We may also ask you if you need any reasonable adjustments to be made in connection with the recruitment process or for an application for a particular role.

Where we are legally required to do so, we may also ask you for details of any criminal offences and seek an up to date criminal records check.

If any roles you wish to apply for require us to conduct additional checks, for example credit checks or for CCJ's we will also use your personal data to perform those checks.

We will also keep details of any roles that you apply for or obtain through **Hansonlawrie** and copies of any correspondence sent to you and to any hirer in connection with such roles.

What do we do with your personal data?

We will use your personal data to provide you with our recruitment services, to manage your account and to email or text you about our recruitment services and roles which we consider relevant to your search for work.

This includes providing that personal data (including references), and where appropriate sensitive personal data, to prospective employers, who will use it for processing your application, for personnel administration, additional screening checks and for inspecting our files where they are entitled to do so.



We will also use the personal data you give us, where appropriate, to provide you with access to our sick pay and pension schemes, in order to help to ensure your health and safety at work and to comply with any relevant employment legislation.

We may also share your personal data with external companies retained by us to assist in providing you with our services. This includes companies which provide us with the communications services we use to send you emails and SMS messages. Where we do so, we will only share your personal data to the extent necessary and in accordance with contracts which require those organisations not to retain your personal data for any longer than needed or use it for any other purposes (including marketing).

We will keep your personal data only for as long as is necessary. Our goal is to provide you with useful recruitment services for the whole of your career. However, you retain control over your personal data and may instruct us to stop looking for work for you at any time. When instructed by you, we will remove your records from our database unless we are required to keep it for legal reasons.

Data Sharing and Transfers

We do not share your personal data with third parties, except where it is necessary to do so in order to provide you with our recruitment services as described above.

Your personal data is stored on servers in the European Economic Area (EEA) and it is only transferred outside that area if you ask us to assist you in obtaining work outside the EEA, in which case it will be made available to the appropriate entity overseas and to prospective employers in the relevant territories.

Access to your personal data and correction

You have the right to request a copy of the personal data that we hold about you. If you would like a copy of some or all of your personal information, please email us at sam@hansonlawrie.co.uk.

We aim to provide you with useful work-related services for the whole of your career. However, we want to make sure that your personal data is accurate and up to date and are happy to remove or amend any information you think is inaccurate.

You also have the right to cease receiving our services at any time and have us delete all of your personal data, unless we are in the process of responding to any complaint that we are required to keep it for legal reasons.

Other websites

Our Website contains links to other websites. This privacy policy only applies to the **Hansonlawrie** Website, so when you link to other websites you should review their own privacy policies.

Changes to our Personal Data Statement

We keep our privacy policy under regular review and we place any updates on our web page. This policy was last updated on 20th May 2018.

How do you remove your name from the database or unsubscribe from future mailings?

You can contact us to request for your account to be closed at any time, which will be confirmed by **Hansonlawrie**, by using the details below.

How can you obtain information held about you?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email us at **Hansonlawrie**, by using the details below.



How to contact us

Please contact us if you have any questions about this statement or information we hold about you:

Our data protection officer's contact details are: **Sammantha Hanson** - Director who can be contacted via email: sam@hansonlawrie.co.uk . or Telephone 0121 272 2957

Or write to us: Sammantha Hanson, Data Protection Officer, **Hansonlawrie**, Suite 44, Pure Offices, Lake View House, Tournament Fields, Warwick. CV34 6RG (Registered in England and Wales. Company Reg. No. 09881728), or

You also have the right to raise any concerns about our processing of your personal data with the Office of the Information Commissioner (ICO), details of which are available at: <https://ico.org.uk>

hansonlawrie Limited

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