



Privacy Policy

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Definitions and Interpretation

'Employment Business'	refers to Aspire Recruitment Services
'GDPR'	the General Data Protection Act 1998, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provisions in force from time to time relating to the protection and transfer of personal data.
'Data Controller'	determines the purpose and means of processing personal data
'Data Processor'	responsible for processing personal data on behalf of a 'Controller,' responsible for maintaining records of personal data and processing activities.
'Personal Data'	information relating to a person who can be directly or indirectly identified by the data held.
'Sensitive Personal Data'	special categories of personal data, including genetic and biometric data, uniquely specific to an individual.

Aspire Recruitment Services is an Employment Business, established to provide work-finding services on behalf of our clients and candidates alike. As a business, we have a responsibility to process data in accordance with the General Data Protection Act 1998, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provisions in force from time to time relating to the protection and transfer of personal data. We must have a legal basis for processing your personal data and in turn providing you with these services. In doing so, the Company acts as a Data Controller.

Our Obligations:

As an Employment Business, we are responsible for ensuring that all data be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not be further processed in a manner which is incompatible with those purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- accurate and current
- kept in a form which permits identification of data subjects for no longer than is necessary, for the purposes for which the data is processed.

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Legal Basis for Processing Data:

In all instances, where we receive your personal data via direct or indirect means, either supplied by yourself or obtained via a public forum, we process data on the basis Legitimate Interest; processing is necessary for the purposes of our legitimate interest to provide work-finding services.

How we Collect Your Data:

1. You may provide your personal details to the Employment Business, via e-mail, our website or via Social Media channels.
2. We may collect your data from another source such as a third-party jobs board or company website.
3. Your information may be sent to us via a third-party referral.

What Data do we Store and Process?

We collect personal data in respect to the following essential criteria, for the purpose of communicating with, and promoting, our clients and candidates alike. This data includes:

- Name
- Contact Details
- Employment History
- Education
- References (where applicable)

We do not request, store or process anything which could be perceived to be Sensitive Personal Data, without an express reason for doing so. This would be communicated separately, specifically and in writing.

How is Data Stored and Processed?

At Aspire Recruitment Services, data is stored on a secure, password protected computer, with relevant security software and appropriate cloud-based mechanisms to protect the restoration of this data when required.

Aspire Recruitment Services will only share your personal data with clients who have authorised us to source prospective candidates for permanent or contract employment. In this instance, specific company names will be disclosed in advance of any data being shared.

As an Employment Business, we will retain your personal data only for as long as is necessary. The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from the date of their creation or after the date on which we last provide you with work-finding services.

Your Rights as a Data Subject?

As an individual, you have several rights in respect to the processing of your personal data. This includes the right to withdraw consent and the right to erasure, at any time. Should you wish to enact this right, please contact Sarah Learney on 07545 565497 / sarah@aspirerecruitmentservices.co.uk