



This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website

Topics:

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- How do we collect your data?
- How will we use your data?
- How do we store your data?
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#### **What data do we collect?**

Bawnless Recruitment collects the following data:

- Personal identification information (Name, address, email, phone number etc.)
- Employment history

#### **How do we collect your data?**

You directly provide Bawnless Recruitment with the data we collect by registering for employment on our website.

#### **How will we use your data?**

Bawnless Recruitment collects your data to enable us to carry out our business as an employment agency for the purpose of permanent recruitment and as an employment business for the purpose of temporary recruitment services.

The information we collect will only be used for the purposes of progressing your application for work, or to fulfil legal or regulatory requirements if necessary. The information we ask for helps us to assess your suitability for work. You don't have to provide the information we ask for, but it might affect our ability to provide you with work if you don't.

#### **How do we store your data?**

Bawnless Recruitment have put in place appropriate measures to safely store your data at Unit 10, Monaghan Court Business Park, Monaghan Street, Newry. Only authorised members of staff will have access to this information.

We will only retain your data for as long as required to fulfil the purpose for which it was collected for or the minimum period we are required to keep it by law.

## What are your data protection rights?

All individuals have the following rights regarding their personal information (also called 'personal data')

**The right of access** – You can request to see the records we hold on file for you, by contacting us at [cvs@bawlessrecruitment.com](mailto:cvs@bawlessrecruitment.com).

**The right to rectification** – If you believe we are holding incorrect information, you can ask us to correct it.

**The right to erasure** – You can ask us to remove your information from our records. As long as there is no legal requirement for us to keep them (for example, HMRC require us to keep payroll records for 6 years), we will remove your details. This will mean that we won't be able to contact you with any work opportunities in future.

**The right to restrict processing** – Instead of asking to be removed, you can ask us to stop processing it – so you can ask us to stop contacting you about work opportunities, for example.

**The right to data portability** – If you want to take your data to another organisation, please contact HR Manager, Bawless Recruitment Ltd, Unit 10 Monaghan Court, Monaghan St. Newry, BT35 6BH.

**The right to object** – You have the right to object to your data being processed on the basis of legitimate interests, direct marketing, and processing for statistical purposes. We will stop processing your information immediately unless there are legal reasons for us not to do so.

**The right not to be subject to automated decision-making (including profiling)** – We do not use automated decision-making in our recruitment process

## What are cookies?

Cookies are small pieces of data that websites store on a device.

### What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – This allows visitors to navigate and use key features on the website

## How to manage your cookies?

You can set your browser not to accept cookies.

### Privacy policy of other websites

The Bawless Recruitment website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### Changes to our privacy policy

Bawless Recruitment keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 21<sup>st</sup> January 2020.

## How to contact us

If you have any questions about the Bawless Recruitment privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us

Email us at: [cvs@bawlessrecruitment.com](mailto:cvs@bawlessrecruitment.com)

Call us: 028 30250991

Or write to us at: Unit 10 Monaghan Business Park, Monaghan Street, Newry,

Co. Down, BT35 6BH