

## **Apple Recruitment Services Belfast Ltd Privacy Notice**

### **1 PURPOSE OF THIS NOTICE**

This notice describes how we collect and use personal data about you in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time in the UK 'Data Protection Legislation'

### **2 ABOUT US**

Apple Recruitment Services Belfast Ltd is a recruitment services agency. We are registered in Northern Ireland as a limited company under company number NI626244 and our registered address is, Causeway Tower, 9 James Street South, Belfast BT2 8DN

For the purpose of Data Protection Legislation and this notice we are the 'data controller'. This means that we are responsible on deciding how we hold and use the personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have appointed a Data Protection Officer. Our Data Protection Officer is our Data Protection Point of Contact and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact our Data Protection Point of Contact you can do so using the contact details at the end of this notice.

### **3 HOW WE MAY COLLECT YOUR PERSONAL DATA**

We obtain personal data about you, for example when

- You engage us to provide our services and also during the provision of those services
- You contact us by email, telephone, post (for example when you have a query about our services)
- From third parties if necessary in relation to your assignment for example your referees, credit check if going to work in a financial institution (of course we would make you aware of this), Access NI (again we would make you aware of this)

### **4 THE KIND OF INFORMATION WE HOLD ABOUT YOU**

The information we hold about you may include the following

- Your personal details which you would have completed on your registration form when joining Apple Recruitment Services Belfast Ltd
- Religious or other beliefs that would have been completed during your registration on your Fair Employment Commission Monitoring Form. This is for monitoring purposes which are submitted to the FEC once a year on a tally mark chart. Your name is not included on the form you complete or the form that is sent to the FEC
- Details of the contact, correspondence and communications we have had with you in relation to your assignment or the proposed provision of services
- Details of any services you have received from us
- Information about any enquiries you make to us
- Financial details, payment of wages

### **5 HOW WE USE YOUR PERSONAL DATA**

We may process your personal data for purposes necessary for the performance of our contract with you and to comply with our legal obligations.

Your CV will be shared with your permission to our clients for prospective job applications.

### **SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL DATA**

We will use your personal data in order to;

- Notify you about any changes to our services
- Legal obligations which we are legally required to do so but do not require your knowledge or consent
- Forwarding your cv to our clients with your permission

### **DATA RETENTION**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your personal data we take into consideration;

- The requirements of our business and the services provided
- Any statutory or legal obligations
- The purposes for which we originally collected the personal data
- The types of personal data we have collected
- The amount and categories of your personal data
- Whether the purpose of the processing could reasonably be fulfilled by other means

### **6. DATA SHARING**

Third parties includes third-party service providers. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services and banking services, payroll services such as Pension Provider.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We may need to share your personal data with a regulator or to otherwise comply with the law.

## 7. DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

All our pc's and software are password protected. Back-ups are stored in a secure safe location.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 8. RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

### YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal data we hold about you is accurate and current. Should your personal information change please notify us of any changes of which we need to be made aware by contacting us at [accounts@aplerecruitment.com](mailto:accounts@aplerecruitment.com)

### YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

Under certain circumstance by law you have the to;

- Request access to your personal data. This enables you to received details of the personal data we hold about you and to check that we are processing it lawfully
- Request correction of the personal data we hold about you
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to the processing on this basis.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our Data Protection Point of Contact Julie Skelly at [accounts@aplerecruitment.com](mailto:accounts@aplerecruitment.com)

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## 9. RIGHT TO WITHDRAW CONSENT

Where you have provided your consent to the collection, processing and transfer of your personal data you have the right to withdraw your consent for that specific processing at any time. To withdraw consent please email our Data Protection Point of Contact Julie Skelly at [accounts@aplerecruitment.com](mailto:accounts@aplerecruitment.com)

Once we have received notification that you have withdrawn your consent we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate reason for doing so in law.

## 10. CHANGES TO THIS NOTICE

Any changes we may make to our privacy in the future will be updated on our website at [www.applerecruitment.com](http://www.applerecruitment.com)

This privacy notice was last updated on 25 May 2018

## 11. CONTACT US

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data please email our Data Protection Point of Contact Julie Skelly at [accounts@aplerecruitment.com](mailto:accounts@aplerecruitment.com) or telephone 028 9024 9747

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority of data protection issues, at any time. The ICO's contact details are as follows;

Northern Ireland Regional Office:

Information Commissioner's Office, 3<sup>rd</sup> Floor, 14 Cromac Place, Belfast BT7 2JB

Telephone 028 9027 8757 or 0303 123 1114 Email [ni@ico.org.uk](mailto:ni@ico.org.uk)