

**Office Connect Recruitment Ltd:**  
**Privacy Policy, created and implemented 31st July 2019**

The privacy and protection of your personal data is extremely important to us. This Privacy Policy details how we collect and use personal data about you during and after your working relationship with us, in accordance with the United Kingdom's data protection legislation. This policy applies to all candidates, successful or unsuccessful, clients and general users of our site.

This Privacy Policy applies to all personal data processed by us.

Personal data definition: Any data that identifies, or could be used to identify, an individual. This Privacy Policy details how we collect, use and store your personal data, the purpose for which it is collected, who we share it with and what rights you have in relation to us handling your personal data.

It will apply to you, if (for example):

- You contact us through the contact form on our site
- You use our services to find a job
- You use our services to find and hire staff

Office Connect Recruitment Ltd is a Recruitment Business and Employment Agency, delivering recruitment solutions within office environments. We are a private limited company (company number 12090184) registered at 9 Isla Cottages, Wembley Gardens, Lancing, BN15 9FN.

We comply with the data protection law. This states that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Held securely and protected against unauthorised or unlawful use and against loss, destruction or damage using appropriate technology and procedures.

We collect data from people who apply for employment with Office Connect Recruitment Ltd or people who register to use our services via the website, application forms, submitting a C.V., telephone or by contacting the business directly in order that we can provide a recruitment service as outlined above and in accordance with our client's instructions.

Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We will never sell your personal data to third parties.

To maintain the security of your Personal Data:

We have security policies and procedures in place to protect the personal data we collect, use and store, against unauthorised or unlawful access or disclosure, improper use, alteration and unlawful or accidental destruction or loss.

We limit access to your personal data to those who have a business need to know and they will only process your data on our instructions and under strict conditions of confidentiality. Anyone within Office Connect Recruitent Ltd who handles personal data is aware of their responsibilities under this Privacy Policy and are adequately trained and supervised. In addition, we have in place internal policies and procedures including the following:

- We encourage a clear desk policy and do not use or retain paper files and records except where this is necessary
- Our staff are well trained in the requirements of the data protection laws
- We use all appropriate encryption and password protection and up to date anti-virus software on our systems.

We will share your personal data with third parties: where lawfully required to do so; where it is necessary to administer the working relationship with you or, where we have another legitimate interest in doing so.

Your responsibilities, as a candidate/client/user of this website:

It is important that the personal data we hold about you is accurate and up to date. Please keep us informed if your personal data changes, by contacting us by email, phone or letter.

Your rights, as a candidate/client/user of this website:

You have the right to amend, update or totally remove your personal data from our systems. To request this, please contact us by email, phone or letter.

This Privacy Policy was last updated on 31st July 2019. It is published on our website. Your continued use of our website indicates your consent to any changes we make to this policy.

If you have any queries regarding this policy document, or wish to raise a complaint, please email or write to us. Our contact details are displayed on our Contact page of this website.