

# Candidate Privacy Notice

SEPTEMBER 2024



## Welcome to Be-Resourcing's privacy notice

### Introduction

The purpose of this candidate privacy notice is to explain to you the reasons which we may process your personal data and explain your rights under the current data protection laws.

### Who we are and what we do

Be-Resourcing is the trading name of Be-Resourcing Limited, a company registered in Scotland (SC799635) with a registered office at Floor 7, 78 St Vincent Street, Glasgow, G2 5UB.

Be-Resourcing is a 'data controller' under the UK General Data Protection Regulation. We are notified as data controllers with the Information Commissioner's Office and our registration number is ZB741242.

We comply data protection laws, including, but not limited to the Data Protection Act 2018, the UK General Data Protection Regulation, the Privacy and Electronic Communications Regulation 2003 and all other relevant data protection legislation in force and as amended or replaced from time to time.

We have appointed RGDP LLP as our DPO. RGDP LLP Level 2, One Edinburgh Quay, 133 Fountainbridge, Edinburgh EH3 9QG Telephone 0131 222 3239 Email [info@rgdp.co.uk](mailto:info@rgdp.co.uk).

### Collection and Usage of Personal Data

Be-Resourcing will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with services or information about the services we can provide. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, and developing and managing our services and relationship with you and our clients.

Be-Resourcing may collect personal data in several ways which include:

- Personal data which you have provided directly to us
- Website and job board responses
- Online registration
- Social media engagement
- Information received from you directly
- Information received from your potential employer and our clients
- Right to work checks
- Responses to surveys
- Information from third-party lead intelligence & sales engagement platforms

### Lawful Basis for Processing Data

We will only process your personal data on one or more of the following legal bases:

- Contract, including pre-contract negotiations
- Consent
- Our legitimate interests, including initial candidate engagement, candidate processing and star rating

- Vital interests
- Public task in the public interest or with official authority
- Legal obligation

We need to process your personal data to meet our obligations under your agreement with us.

### What Personal Information We Process

Be-Resourcing controls and processes a range of information about you. In this privacy notice 'your personal information' means your personal data i.e., information about you from which you can be identified. Your 'personal information' does not include data where your identity has been removed (anonymous data). It is really important that your personal information that we hold, and process is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

This may include:

- Your name, address, and contact details including email address and telephone number, date of birth and gender;
- Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces;
- Account details;
- Information about your nationality and entitlement to work in the UK;
- Information about any criminal convictions if relevant for your potential recruitment job;
- Assessments of suitability and engagement with us; and
- Information about medical or health conditions, for which an organisation needs to make reasonable adjustments.

### Processing Special Category Personal Data

Special categories of information means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The "special categories" of sensitive personal information referred to above require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information when this is done in accordance with UK data protection laws.

For our candidates, we will only process this type of personal data in relation to suitability for employment and accessibility issues in relation to interviews.

## Overseas Transfers

Your information will only be processed within the United Kingdom except where international transfers are authorised by law or with your consent.

## Data Retention

Be-Resourcing will retain your personal data only for as long as is necessary for the purpose we collect it. Our retention periods are based on legal obligations and / or best practice.

## Your Rights

Please be aware that you have the following data protection rights:

- the right to be informed
- the right to access
- the right to rectification
- the right to object to processing
- rights in relation to automated decision making and profiling
- the right to be forgotten
- the right to data portability
- the rights to restrict processing

Where you have consented to Be-Resourcing processing your personal data (and, where relevant, sensitive personal data) you have the right to withdraw that consent at any time by contacting us at [info@be-resourcing.co.uk](mailto:info@be-resourcing.co.uk)

If you believe that any of your data that Be-Resourcing processes is incorrect or incomplete, please contact us using the details above.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

## Automated Decision-Making

Be-Resourcing does not use any form of automated decision-making.

## How We Share Your Data

We may disclose your personal data to any of our employees, officers, contractors, insurers, professional advisors, agents, suppliers or subcontractors, government agencies and healthcare providers insofar as reasonably necessary, and in accordance with data protection legislation.

We may also share your personal data:

- With your consent.
- To our clients or third parties acting on behalf of our clients.
- To third parties, in order to further the recruitment process.
- To the extent that we are required to do so by law (e.g. Company Act 2006).
- To protect the rights, property and safety of us, our clients, users of our website and other persons.
- In connection with any ongoing or prospective legal proceedings.
- To the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- To another organisation if we enter a joint venture or merge with another organisations.

## Data Security

Be-Resourcing take appropriate security measures to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access when it is being transmitted, stored or otherwise processed.

Only employees, contractors, or third parties who need the information to perform a specific job (for example our consultants) are granted access to your information.

Be-Resourcing uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email and the Internet is not entirely secure and for this reason Be-Resourcing cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email and the Internet.

## Changes to this Privacy Notice

We reserve the right to update this privacy notice from time to time.

## Complaints or Queries

If you have any queries or wish to complain about this privacy notice, or any of the procedures set out in it, please contact Nikola Kelly at [info@be-resourcing.co.uk](mailto:info@be-resourcing.co.uk)

Alternatively, you can contact our data protection officer, RGDP LLP, using the email address [info@rgdp.co.uk](mailto:info@rgdp.co.uk)

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

**Last Updated: 16 September 2024**

