

PRIVACY NOTICE (In compliance with GDPR 2018)

Jewels Travel & Hospitality Recruitment is a Recruitment Agency that's business is to provide employment services to its clients (companies seeking new staff) and job seekers (candidates seeking employment)

Jewels Travel & Hospitality Recruitment must process personal data (including personal sensitive personal data) so as to provide these services on both sides - client and candidates. In doing so Jewels Travel & Hospitality Recruitment acts as a data controller and legal base for the client/candidate employment journey.

You may provide Jewels Travel & Hospitality Recruitment with your personal details to Jewels Travel & Hospitality Recruitment directly via an application or registration form or via our website, social media or we may collect them from other sources such as job boards and social media.

Jewels Travel & Hospitality Recruitment must have a legal basis for processing your personal data, for the purposes of providing you with employment services and/or information relating to vacancies/jobs relevant to you - we will only use your personal data in accordance with the terms of the following statement.

Collection and use of Personal Data - Candidate

Jewels Travel & Hospitality Recruitment has collected your personal data (which may include sensitive personal data) and will only process your personal data for the purpose of employment services.

The legal bases we rely upon to offer these services to you are

- Consent
- Legitimate interest
- Legal Obligation

Categories of Data- Candidate

Jewels Travel & Hospitality Recruitment has collected the following personal data on you for registration into employment services and payroll-

Personal Data - Candidate

- Name/Contact details
- Date of Birth
- Copy of your CV
- National Insurance Number
- Passport

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siobhan@jewelsrecruitment.co.uk

- Driving License
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- Visa if applicable
- P45/P60 (If paid through our payroll)
- References of previous employment
- Salary details and expectations on salary
- Employment present and previous company names

Sensitive Personal Data

- Enhanced DBS/DBS
- Credit Check
- Health & Disability information
- Criminal Conviction

Legitimate Interest

Where Jewels Travel & Hospitality Recruitment has relied on a legitimate interest to process personal data our legitimate interests are for employment services.

Source of your personal data

Jewels Travel & Hospitality Recruitment may source your personal data by the following means-

- Job Boards
- Email
- Internet
- Social Media sites
- Recommended via friend/family
- Information from a publicly accessible source

Third Parties to whom we may share information

Jewels Travel & Hospitality Recruitment may be required during employment services to share your personal information with 3rd parties including –

- Clients seeking candidates – Clients to adhere to the Privacy Policy and **NOT** share any information or personal data of employment introduction of a candidate with another 3rd party without consent from Jewels Recruitment and the candidate. (This is highlighted in our Client/Jewels Recruitment TOB with client signature to comply)
- HMRC
- DBS suppliers for checks (with your approval)
- Previous employers (where you have stated we can apply for references)
- Through our website link “Hot CVs” that our clients have access to in order to read snapshots of current job seekers profiles (with your approval)

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Secure Collection and storing of your information

All Information that is provided to Jewels Travel & Hospitality Recruitment we collect is stored on our secure servers. We understand that this includes confidential information and we have put in place a range of suitable physical electronic and managerial procedures to safeguard and secure your information.

Our staff in different areas have limited access to your data depending on their position and job responsibilities and are trained to ensure that it is protected and kept secure.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your data any transmission of your data to us via internet is at your own risk. Once we have received your information we will use strict procedures and security features to prevent unauthorised access (as above)

All your information if no longer required is shredded and disposed of in a secure and professional order.

Data Retention

Jewels Travel & Hospitality Recruitment will retain your information as long as necessary.

Different laws require us to keep different data for different periods of time.

- We must keep your payroll records, holiday sick pay, pensions and auto enrolment records for as long as legally required by HMRC and associated social security and tax legislation
- The conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep employment records and data for at least 2years from the date of creation or after the date on which we last provide you with employment services. – Upon expiry of this period Jewels Travel & Hospitality Recruitment will seek further consent from you. Where consent is not granted Jewels Travel & Hospitality Recruitment will cease to process your personal data and sensitive personal data.
- Given the nature of recruitment there are certain time periods for the purposes of the Conduct Regulations and tax legislations etc.

Your Rights

You have the right to request from us access to your own personal information – this is sometimes known as a “Subject access request” Please contact our Compliance Manager

Additionally, you have the right to request from us –

- Right to unsubscribe from marketing/newsletters/job alerts
- Right to edit your preferences
- Right to restrict certain processing of personal data
- Right to be forgotten (Removed entirely from Jewels Travel & Hospitality Recruitment database)

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Complaints

If you wish to complain or have questions about this Privacy Notice or any procedures set out within the document, please contact our compliance manager at Jewels Travel & Hospitality Recruitment

admin@jewelsrecruitment.co.uk

You also have the right to complain to the ICO (Information Commissioners Office) which is the statutory regulator and our supervisory Authority for data protection law <https://ico.org.uk/concerns/>

Notification of Changes

If we change our Privacy Notice we will post those changes on our website so our users are always aware of what information we collect, how we use and disclose the data for reasons of our business in employment services.

Users will have a choice as to whether we keep personal data

We will only use information in accordance with our Privacy Policy

Signed by

Julie Larman

Julie Larman
Managing Director
Jewels Recruitment

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