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**HOLLYFIELD PERSONNEL LTD**

**Data Protection (GDPR)** **Policy**

Hollyfield Personnel Ltd is committed to protecting personal information in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR). We respect the privacy of every individual we come into contact with, and take very seriously the security of their information. The purpose of this Policy is to establish the principles governing our use of personal information that we collect about you, so please read carefully.

Why the policy exists

This data protection policy ensures Hollyfield Personnel Ltd complies with the data protection law and the new General Data Protection Regulation (GDPR). It protects the rights of individuals and avoids the risk of a data breach. It also ensures we follow good practice and are open about how we store and process personal data. Whether the data we handle is electronic or on paper, we must comply with the law by storing data safely, and must not disclose improperly. Every employee who is employed by Hollyfield Personnel Ltd will ensure data is collected, stored and controlled appropriately, and in line with this policy.

Personal information

Hollyfield Personnel Ltd gathers personal information, such as names, email addresses and payroll details. The information submitted by the individual will be stored in a central database, and will only be accessible by authorised employees. Personal data will be used by Hollyfield Personnel Ltd in order to provide a recruitment service and build up a business relationship. The data is used with the intention to match their details with job vacancies, and therefore supports us in finding a suitable position for them. Occasionally we may use their data to contact them about information we think they might be interested in, using the contact details they have provided.

Consent

Data may only be processed with the consent of the person whose data is held. At the point the individual submits their personal information to us; they are consenting to Hollyfield Personnel Ltd holding and processing this information for work-finding purposes. Personal data is required to fulfil contractual obligations with our clients. With this in mind, we require candidate consent at registration level before we can pass any personal information to a third party (our clients). If we intend to use their data for any other purpose, we will obtain their specific consent.

Sensitive data in the respect of criminal offences, physical or mental health conditions, ethnic origins, religious beliefs or political opinions will also not be passed to any third party without the consent of the individual. We are however, required to disclose personal information where we are permitted and requested to do so by law.

Security

Hollyfield Personnel Ltd will take thorough precautions to prevent the loss or misuse of any personal information. We will not disclose personal information to unauthorised people within the company or externally. To prevent the risk of breaching confidentiality we will ensure the following:

* + All personal information we receive will be kept under securely password protected servers
	+ Where data is stored on paper, it will be kept in a secure place, e.g. a locked filing cabinet, or it will be shredded and disposed of when no longer required
	+ When working with electronic personal data, screens of computers will be locked when left unattended
	+ Personal data on the computer will be centralised to one place, and copies will not be saved to personal desktops
	+ Care will be taken when sending emails containing personal information, e.g. ensuring emails are sent to the correct person
	+ Any breaches of security will be treated as a disciplinary issue

Individuals rights

* Individuals have the right to instruct Hollyfield Personnel Ltd to provide them with details of any personal information we may hold about them
* Individuals are entitled to have their personal data rectified if it is inaccurate or incomplete
* Individuals can make a request for such information at any point by contacting Hollyfield Personnel Ltd directly, via email or telephone
* If an individual does request the details of any personal information we hold about them, an authorised member of staff will arrange a “Subject Access Request Form” to be completed and sent back to us before we give such details away
* Data will also be reviewed on a regular basis by authorised staff at Hollyfield Personnel Ltd to ensure that it is accurate, relevant and up to date

Removal of personal information

**Pre-Registration**

At the point you submit your CV via our website or associated job boards; you as an individual are consenting to us holding your data for the minimum of 90 days.

If after 90 days we have not managed to get in contact with you, or complete a full registration with you, we will then remove you from the system.

**Post Registration**

* During the registration process you will confirm you agree to us holding your data
* All personal information will be kept on our database for as long as believed to be necessary by Hollyfield Personnel Ltd; which is for a maximum of 2 years
* After 2 years from point of registration, if an individual does not indicate to us that they wish for their details to be retained on our database, we will then remove all details we hold against them
* Individuals can request the removal of their personal data at any time where there is no compelling reason for its continued processing

Policy Amendments

We may need to update our privacy policy by posting a new version on our website. This may change at any time, so we would recommend you check this page intermittently, to ensure you have read the latest statement and are happy with any changes.