

PRIVACY POLICY

This Privacy Policy is for GreatFind recruitment (also referred to within this policy as “we” or “us” or “website owners” or “our”) and its website <https://www.greatfindrecruitment.com/> (also referred to within this policy as “the website” or “this website”) and governs the privacy of our users (i.e. our candidates, clients and any third parties such as our suppliers and partners) (also referred to within this policy as “you” or “your”) who choose to use our services and this website. We regularly review our Privacy Policy and provide the latest version on our website.

This Privacy Policy explains what personal information we collect and how we process it. The policy outlines our approach to data privacy as well as the obligations of candidates, clients and any other third parties that we engage with. The policy will also include how our website processes and protects user data.

GreatFind Recruitment take a proactive approach to user privacy and continuously ensure that the necessary steps are taken to protect users’ personal data. Our Privacy Policy has been reviewed and updated in accordance with General Data Protection Regulation (GDPR) guidelines. To learn more about GDPR, please visit Information Commissioner's Office (ICO)’s website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Information Submitted by You

Personal data provided by candidates is used to assist with the recruitment process, associated administrative functions and product and services improvement. We will process any data provided by candidates when registering online using application forms or any other methods in accordance with relevant data protection legislation. We will not share your personal data with any third parties that are not directly related to our company’s operations, our recruitment process or without your consent. Please note that in rare cases, your personal data may need to be processed for legal reasons, for example if required for a Disclosure and Barring Service (DBS) check. A candidate’s personal data will be processed on the basis that it is in our legitimate interests to do so. This is to ensure that candidates are matched with roles and companies of interest, as specified during the registration process.

If you register with us and provide personal data as an employer, we will process such personal data on the basis that it is necessary to uphold any contractual obligations that you enter into with us. This helps us to achieve our mutual goals of recruiting the best fit candidates for your company.

The personal data of employers and candidates will only be used for marketing purposes if the parties have provided us with consent to do so. Marketing information could, as an example, include obtaining trends and insights about technology from a recruiter’s prospective.

What do we do with the information we collect?

To continuously provide a high quality recruitment service, we collect personal data about you when you contact us or register with us via different channels. We retain the personal data that we acquire for a period of 3 years and regularly review the personal data that we hold for completeness and accuracy.

Processing of information for the provision of recruitment services and internal record keeping

If you register with us via our website, the personal data that we collect includes your name, email address, contact number, address and CV (including work experience and education). If you have uploaded a cover letter, personal statement or other similar document or information we will keep that information database in accordance with our retention period.

Our company will also source potential candidates via third parties, including but not limited to different job boards and social media platforms. We will process the data that we receive from these platforms in accordance with GDPR.

Our recruitment consultants and internal staff may contact you to collect further information including but not limited to: employment history, demographic information (for example postcode), reasons for leaving previous employment, career related courses, certifications, DBS check (if required) and/ or any other personal information that is relevant and necessary to the recruitment process. We will also keep records of our correspondence and meeting minutes that may contain your personal information. In most cases, referee's details (such as company name, work title, name and contact details) will be required. We will require agreement from candidates' referees that they are comfortable being contacted by recruiters and employers. As part of our review process we may contact candidates to verify the integrity of the data that we process.

The personal data that we collect will be used for recruitment and employment purposes. Prior to processing your personal data we will obtain your consent to do so. We may contact you via telephone, Short Messaging Service (SMS) and/or email about our latest vacancies that may be of interest and/or ask your feedback on our services. Your personal data may be transferred to potential employers to facilitate the recruitment process, and will be stored internally in our database for administrative purposes. All personal data is stored securely in our database in accordance with our retention period unless we receive a request for this data to be removed. Every effort has been made to ensure that personal data submitted via emailed forms is secure and is being used for its intended purposes. We also regularly review the personal data that we collect for accuracy and completeness

Processing of acquired information from clients and third parties

We will process personal data from our clients, suppliers and any other partners that work with us in providing our services. The personal data we process is mostly name, contact details, work title and office address of contact person(s) and/or related colleague(s). All acquired data including our correspondence and meeting minutes will be used to support business activities e.g. account management, invoicing and contract management. We may contact you via telephone and/or email in order to provide you with a better service, for example updates of our company and services, the introduction of new offers that may be of interest, asking for your feedback on our services and/or recommending candidates that may be suitable for future employment. The data is retained in our database in accordance with our retention period until we receive a request for this data to be removed. We regularly review the data for completeness and accuracy.

Processing of information for marketing purposes

Where a consent is provided, for example by ticking a box to receive marketing information, we will process your name, contact number, email and/or preferences.

Our website operates an email newsletter program using MailChimp, which users can subscribe to through an online automated process should they wish to do so. When you are subscribing please opt-in by ticking the appropriate box(es), to provide us with your consent to receive messages from us.

When you opt-in to receive our marketing messages, we may contact you via telephone, SMS or email with regards to our company and services, marketing documentation (articles and videos), market research, industry news, marketing campaigns, events and/or competitions etc.

We engage with various service providers such as web analytics services, marketing automation platforms and social media platforms. Some of your personal data may need to be shared with these service providers to fulfil our recruitment services. Email marketing campaigns published by us may contain tracking facilities within the email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity. Our emails may also contain links that lead to our service providers or partners, for example, Google for our feedback forms. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

You are free to change your details and preferences or opt-out at any time. You can do so by sending an email to: updates@greatfindrecruitment.com with your name, contact details and your new preferences or opt-out decision. You may also unsubscribe at any time by following the unsubscribe process at the footer of each email campaign. We are committed to updating your preferences as soon as possible after receiving your request.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have suitable physical, electronic and managerial procedures in place to safeguard and protect the information we collect online and through our internal database. Our website, Greatfindrecruitment.com moreover uses industry standards such as Transport Layer Security (TLS) encryption to encrypt and secure your data.

If we share your personal data with any third-party service provider in the course of providing you with our services, those third parties are required to process your data in accordance with GDPR principles and any related data protection legislation. If you suspect any misuse or loss of or unauthorised access to your personal information, please let us know immediately by sending an email to: dpo@greatfindrecruitment.com.

Your information and its accuracy

We want to regularly ensure that the information we hold about you is accurate and up-to-date, as well as delete or amend any information that you think is inaccurate. You can update the information we hold by signing in to your account, if you have registered through our online candidate service. You may also send us an email at updates@greatfindrecruitment.com regarding any information changes and updates, and we will make the relevant amendments as soon as possible.

You have the right to update your information, close your account or request to have your information removed from our database at any time, unless we are bound by certain legal obligations..

Once your data has been removed from our database, there is a possibility that personal data may be recaptured by us from third parties. Although we try our best to avoid this, if this happens, please do not hesitate to let us know by emailing updates@greatfindrecruitment.com .

Subject Access Request

You have the right to access any of the data we hold about you. If you would like to exercise your right via a subject access request, please contact our data protection officer by email: dpo@greatfindrecruitment.com . Please note that we may require proof of identity in order to action a subject access request.

About the GreatFind Recruitment website

Use of Cookies

Our website uses cookies to enhance user experience while visiting the website. A cookie control system is used which provides you with the option of allowing or disallowing the use of cookies on your computer/device the first time that you visit the website. This complies with recent legislation requirements for websites to obtain explicit consent from users before storing cookies on a user's computer/device.

Cookies are small files saved to the user's computer hard drive that tracks, saves and stores information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience while browsing the website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computer's hard drive they should take necessary steps within their web browser security settings to block all cookies from this website and any external sources.

Our website uses tracking software to monitor its visitors to better understand their usage and behaviour. This software is provided by Google Analytics which uses cookies to track visitors' movements. The software will save a cookie to the user's computer hard drive in order to track and monitor engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy for further information here: <http://www.google.com/privacy.html> .

Other cookies may be stored to your computer(s) hard drive by external vendors when websites use referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected. If you wish to learn more about cookies, please visit: www.aboutcookies.org .

Information on the GreatFind Recruitment website

Whilst we make every effort to ensure that the information and the job descriptions on our Website are accurate, up-to-date and complete, some of the information is supplied to us by third parties and we are not able to check the accuracy or completeness of that information. We do not accept any liability arising from any inaccuracy or omission in any of the information on the Website or any liability in respect of information on the Website supplied by you, any other website user or any other person.

External Links

Our website may contain links to other websites of interest. Although our website only looks to include quality, safe and relevant external links, users are advised to adopt caution before clicking any external web links referenced throughout our website (External links are clickable text / banner / image links to other websites).

The owners of our website cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users are advised to review the privacy policies of the other websites when clicking on external links as this Privacy Policy only applies to our website. When you click on any external links you this is at your own risk. Our website and its owners cannot be held liable for any damages, implications or privacy protection issues caused by visiting any external links.

Adverts and Sponsored Links

Our website may contain sponsored links and adverts. These will typically be served through our advertising partners, who may have detailed Privacy Policies relating directly to the adverts they serve.

Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should note that clicking on sponsored external links is at their own risk and our website and its owners cannot be held liable for any damages or implications caused by visiting any external links.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are subject to the terms and conditions as well as the Privacy Policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and with due care and caution in regard to their own privacy and personal details. We may engage with you and invite you to send us your updated CV and /or basic contact details for our job opportunities via various platforms or to follow up on your job applications. Our website and its owners will never ask for sensitive information through social media platforms and encourage users to discuss sensitive details with us.

Our website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised using such social sharing buttons is at their own discretion and that the social media platform may track and save requests to share a web page through social media platform accounts.

Shortened Links on Social Media Platforms

Our website and its owners through the social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URLs (this is an example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and reasonable judgement before clicking any shortened URLs published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine URLs are published many social media platforms are prone to spam and hacking and therefore our website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email: updates@greatfindrecruitment.com

or give us a call at 020 3318 2128 (our office hours: 9:00am – 5:30pm, Monday to Friday, except bank holidays)