**Personal Data Policy**

**Frequently Asked Questions**

**Who Controls your Data?**

Your data controller is DS Recruitment & HR Services Ltd which may be contacted at info@dshumanresources.co.uk

**Who is Our Data Protection officer?**

Our nominated Data Protection Officer is **David Scaife**.

The Data Protection Officer (the “DPO”) is responsible for monitoring our compliance with the GDPR, for informing and advising our business of its obligations in relation to the processing of personal data.and is the person to whom you should direct any enquiries. David can be contacted at **david.scaife@dshumanresources.co.uk**

**What Are We Going To Do With Your Personal Data?**

We will process your personal data:

* to enable us to provide advice and professional services as a recruitment business
* to provide work, placements, payments and reports to you and any legal body as required by law
* to provide you with updates and alerts, such as interview confirmations, feedback and offers
* to maintain our own accounts and records and to support and manage our employees
* to administer and improve our website and other communications with you
* to enable compliance with statutory and legal obligations
* to detect and prevent fraud
* to respond to any complaint that you might make
* to contact you in an emergency
* to answer general enquiries that you may make

**DS Recruitment & HR Services Ltd will not process your data:**

* to conduct market research or for marketing purposes
* to pass it to a third party for that party’s or any other party’s purposes other than for payment as required
* to sell it to a third party

**What Gives Us the Right to process your Data?**

We will process your personal data:

* because you have given your consent – for example you have provided it to us when you made an application for work, or declaration of representation to work on your behalf; or you have contacted us about something that relates to your employment;
* because it is necessary to do so to perform a contract to which you are party or to take steps at your request before we make a contract with you;
* to protect your vital interests or those of someone else;
* to pursue our legitimate interests.

**Who will receive your personal data?**

We sometimes need to share the personal information we process with the individual themself and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. It may be necessary for DS Recruitment & HJR Services Ltd to share your personal data with others, including:

* financial organisations
* current, past or prospective employers
* educators and examining bodies
* suppliers and service providers
* central government
* credit reference agencies
* debt collection and tracing agencies
* business associates
* complainants and enquirers
* professional advisers and consultants
* and as might be required by law, including compliance with any court order or legal obligation

**For how long will we keep your personal data?**

* If you find you no longer want us to work on your behalf, you have the right to be forgotten, contact our DPO
* If we have placed you in permanent work: up to two years on our CRM system for accountability and client feedback
* After the period of time has elapsed, your data will be securely deleted and removed from all our systems: should you require further services we will ask you to complete a new registration on our system

**Can you withdraw consent?**

Yes, at any time.  If you do so and we do not process your personal data for any other lawful reason, we won’t be able to deal with the matter which required you to give us your consent.

**How do you object to the processing of your data?**

You can:

* object to the processing of your personal data;
* request access to and rectification of your personal data;
* request erasure of your personal data (in certain circumstances);
* ask for your data to be transferred.

 To discuss these matters further, please contact us by emailing David Scaiife

**Can Youi Complain?**

Yes.   If you are unhappy with the way in which you think DS Recruitment & HR Services Ltd has dealt with your personal data, please contact our data protection officer (David Scaife) to give him the opportunity of trying to put matters right for you.  If you want to complain to someone else, you may complain to the Information Commissioner’s Office.

**Do we process your personal data to make automated decisions about you?**

No, we do not.

**Will we use your personal for other purposes?**

No, we will not.