



Company Name:	New Recruits Professional Services LTD
Model Policy No.	5
Model Policy Name:	GDPR Policy
Date:	14/08/2024

Privacy Notice

New Recruits Professional Services Ltd are committed to protecting and safeguarding your personal data.

To ensure we continue to do this, we have produced a new Privacy Notice to inform you of the changes we have made in response to the GDPR.

The changes have been made to ensure that you are fully aware of how we use and process your personal information.

What can you expect from the new privacy notice?

- Why we process personal data and how we use it
- Details of how any data we hold is kept safe and secure
- User rights for their personal data and how to exercise these rights
- How to contact us about data privacy

This Privacy Notice describes how we collect and use personal information about you during and after your business relationship with us, in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

Identity of the data controller

New Recruits Professional Services Ltd is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about our clients. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, so that you are aware of how and why we are using such information.

Categories of personal data we process

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, personal email addresses
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, pension and benefits information

Our lawful bases for processing your data

We will use your personal information in the following circumstances:

- Where we need to perform the services under the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests.

Who has access to your data

We may share your personal information with third parties where required by law, where it is necessary to administer the business relationship we have with you or where we have another legitimate interest in doing so.

Recipients of your data may include third-parties (such as H.M.R.C. and pensions providers); other related business entities; a regulator or to otherwise comply with the law.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those persons and third parties who have a business need to know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How we decide how long to retain your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your rights

You have the right to:

- Request access to, and a copy of, your personal information
- Request correction of the personal information that we hold about you
- Request erasure of your personal information.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Complaints

If you have a complaint or suggestion about Our Company's handling of personal data the please contact Chloe Taylor (details below)

Alternatively you can contact the ICO directly on 0303 123 1113 or go to <https://ico.org.uk/global/contact-us>

All staff are responsible for adding, amending or deleting personal data. Any further complaints or queries, then please direct them to :

- Chloe Taylor - Data Protection Officer
- 11 Church Lane, Banbury, Oxfordshire, OX16 5LR
- 01295 277 442 or email: chloe@new-recruits.com