

PRIVACY POLICY

Version: 1.0

Last Updated: 06/05/2021

1. INTRODUCTION

We place great importance on your data and trust at EA Associates and are committed to upholding and ensuring your privacy at all times. While we take great care with your personal data, it may be used by EA Associates and shared to associated partners where required to provide you with our Services, but it will not be shared amongst other/unrelated third parties.

Data is processed by EA Associates in accordance with the General Data Protection Regulations 2018 (more frequently known as GDPR), with this policy applying to Candidates, Clients, Suppliers, Referees, Emergency Contacts and Professional Contacts who we may liaise with during the course of providing our Services.

We need to collect, store and process your personal data in order to be able to supply these Services – helping you find employment or recruit new members of staff, allowing you to be paid during the course of temporary assignments and being able to work proactively on your behalf where instructed to. This policy explains how we do this.

2. THE DATA CONTROLLER

Your data controller is **Eldridge Andrews Associates Limited (trading as EA Associates)**, company registration 13317846.

Our registered office is 70 Water Street, Lavenham, Sudbury, Suffolk, CO10 9RW.

E: info@ea-associates.co.uk

W: www.ea-associates.co.uk

3. CANDIDATES:

As a job seeker, it is our mission to help you secure your next role. In order to do this, we require certain information about you, which we store on a secure, computerised database. This information contains, but is not limited to:

- Full name and date of birth
- National Insurance number and other relevant details, such as UTR number
- Contact details, including phone, email and address
- Education history
- Employment history
- Emergency contacts
- Details of unspent criminal convictions to satisfy our obligations to our clients

While this information is commonly collected at point of registration, there are other avenues that we may collect your personal data. These include, but are not limited to:

- Job applications
- The EA Associates website
- Social Media should you follow / like our pages (including proactive searching on LinkedIn)
- Gaining your details from one of our clients
- If you have uploaded your CV to a Job Board that we use
- Where you may be referred to us by an Unemployment or Back to Work Scheme
- Where you may be referred to us by a client, RPO or MSP supplier

We will process your data for the purposes of marketing relevant job opportunities to you. You may opt out of this at any time, see **8**.

EA Associates will need to store and process your data in order to provide our Services. These actions may include, but are not limited to:

- Matching your skills, experience and requirements to suitable vacancies
- Entering and storing your details on our database in order to alert you of relevant new vacancies
- Sending a generic, non-specific overview of your experience to our clients
- Forwarding your CV speculatively to relevant vacancies
- Forwarding your CV in application to relevant vacancies
- Processing payroll on your behalf
- Carrying out customer satisfaction surveys
- Requesting further information (for example, references, criminal history and qualifications)
- Carrying out all other contractual obligations in relation to providing our Services

You have the right to object to the processing of your personal data in certain circumstances, see **8**. The data we collect from you is however, required to provide our services in an effective, efficient manner. Depending on the nature of the data in question or our reasons for processing it, your refusal to provide us with, or allow us to continue processing, certain data may impede our ability to fulfil our Services and may result in EA Associates not being able to continue in a working relationship.

4. TRANSFERRING OF DATA:

Your personal data is accessible by any EA Associates office or Group business, information on which can be found on our website (www.ea-associates.co.uk).

Your CV may be shared with clients that we feel would be interested in a discussion with you, who will be relevant to your experience – however this will only be done following a conversation with you and obtaining your consent to represent you and act on your behalf.

Once we've gained your consent to work on your half, we may need to share details such as your CV, employment history and education with our clients during the process of applying to a particular role. This aside, we will not disclose any other personal data with any other third party unless we have your prior consent

or we are required to by law. This data could include things such as your full name, date of birth, National Insurance number, contact number, email address or bank details.

5. CLIENTS:

As a client of EA Associates, our aim is to provide a seamless and efficient service that satisfies your hiring needs. In order to provide our Services, we will need to collect and utilise information about you and your organisation. This information could include anything from details of current vacancies, your company structure and training schemes to wage structure and expansion plans; we will use this information to source the right candidates for your business. This data is collected in various ways, inclusive of but not limited to:

- Data we collect directly from you during the course of our conversations
- Data we collect from your company website, LinkedIn or other Social Media pages
- Information provided to us by various other sources including networking, candidates who provide your details as a referee, business cards, etc.

In order to provide our Services to the best possible level, we will need to process and use this data. These activities may include but are not limited to:

- Storing your details on our database
- Keeping records of any exchanges we have with you (including emails, telephone calls, face to face meetings and taking in vacancies)
- Undertaking customer satisfaction surveys and market research
- Using your data to target appropriate candidates through marketing campaigns
- Including you in any relevant marketing

You can opt out of this use of your data at any time, see **8**. The data we collect from you is however, required to provide our services in an effective, efficient manner. Depending on the nature of the data in question or our reasons for processing it, your refusal to provide us with, or allow us to continue processing, certain data may impede our ability to fulfil our Services and may result in EA Associates not being able to continue in a working relationship.

6. SUPPLIERS:

We require certain data from our suppliers to ensure that we can carry on undertaking a successful and efficient business relationship. Data we collect here may include, for example, contact details of relevant individuals, etc. Unless there is a legal obligation or legitimate business requirement to do so, we will never share your data with any other third party.

7. REFEREES & EMERGENCY CONTACTS:

As part of providing our services to both Candidates and Clients, EA Associates will need to take up references for candidates as part of the submission process and collect details of appropriate emergency contacts for both our candidates and our employees.

Candidates or prospective employees will provide your contact details to us in order to fulfil this purpose, so that we are able to contact you for references or in the case of emergencies.

8. KEEPING YOUR DATA SAFE, ACCESSING YOUR DATA & REQUESTING DELETION:

EA Associates are committed to keeping all personal information we hold on behalf of our candidates, clients, suppliers and associated parties safe. We take practical and appropriate measures to ensure the safety of your data and protect it from misuse, loss or unauthorised access – these measures include both physical and network security. In the unlikely event of a breach, we will notify you in accordance with ICO requirements.

The new data protection laws enforce measures to clarify and protect the rights of individuals in regards to data privacy. These measures include:

8.1 – THE RIGHT TO RECTIFICATION

If you believe the data we hold for you to be incorrect, you may contact us via phone or email to request that it is rectified.

8.2 – THE RIGHT TO OBJECT

You may object to the processing of your data by EA Associates for the purposes of our legitimate business interests. Note that as we have detailed above, dependant on the nature of the data, this may prevent us from providing you with our Services.

You can object by contacting us at info@ea-associates.co.uk or on 07773 687439.

8.3 – THE RIGHT TO WITHDRAW CONSENT

You may withdraw your consent to us processing your personal data for the basis of certain activities at any time by contacting us at info@ea-associates.co.uk or on 07773 687439.

8.4 – SUBJECT ACCESS REQUESTS

You may, at any time, ask for a copy of the personal data we hold about you and request us to update, rectify or delete any of it. In order to do this, we will need you to verify your identity and in line with GDPR, we will action all SARs within one month.

You may place a Subject Access Request by contacting us at info@ea-associates.co.uk or on 07773 687439.

8.5 – THE RIGHT TO ERASURE

You have the right to request the erasure of your data at any time. In order to do this, we will need to verify your identity. On some occasions however, for legal reasons, we will be required to keep your data stored on our database for certain purposes (for example, tax purposes). Where this is the case, your personal data will be archived on our database and will no longer be processed.

9. LEGAL BASIS FOR PROCESSING DATA:

EA Associates will only process your data where we have a legitimate business interest in doing so, but we believe that in order to provide you with our Services, it will be necessary to do so. You will always have the right to opt out and can contact us at any time to action this.

9.1 – CANDIDATES

EA Associates believes that it is a realistic assumption that should you apply to one of our vacancies, call any of our offices to register with the business, have posted your CV onto a job or networking site or approach us in any other manner with the intention of seeking a new position, then you would be happy for us to collect, store and utilise your data for the purpose of providing you with our Service, including using your data to assess your suitability for certain vacancies.

When EA Associates provides you with our Services, we will send your CV to any vacancies you have requested us to do so, and may send your CV to any clients we feel would be relevant to you. This is done using an EA Associates CV template with details such as your full name, contact number and address removed and will only be done once obtaining your consent to do so.

We require you to confirm your right to work in the UK, qualifications, details of any unspent criminal history and your references as part of our Service to both our candidates and clients.

We also believe it is reasonable to assume that you will be happy for us to notify you of any relevant job opportunities and that you are happy for us to utilise your details for the purposes of payroll and invoicing.

We believe that these are all legitimate business interests, although you may opt out at any time.

9.2 – CLIENTS

We believe that, in order to provide you with our services, it is necessary to store and process information about your company and the personal details of the individuals within your company.

We believe that in order to successfully conduct our business operations, it is necessary to keep records on our database of conversations, meetings, vacancies registered and placements in order to be able to provide you with our Services to the best of our abilities.

We may also, on occasion, ask you to participate in customer satisfaction surveys or market research, so that we can continuously monitor our performance and Services, and improve on them where possible. We believe that all of the above are legitimate business interests.

9.3 – SUPPLIERS

In order to accept Services from any of our suppliers, we believe it to be within our legitimate business interests to collect and store data pertaining to the individuals within your company and the financial details of your company, in order to be able to pay for any Services received.

9.4 – REFEREES & EMERGENCY CONTACTS

Where your personal data has been provided to us by a candidate for the purposes of obtaining a reference, we will use that data to gain that reference and believe it is a legitimate business interest to do so.

Where your personal data is provided to us by a candidate or employee for the purposes of acting as an emergency contact, we will use this data to contact you in the event of an emergency and believe that it is a legitimate business interest to do so.

We will never share the personal details of referees or emergency contacts with any third party.

10. COOKIES & OTHER TRACKING DEVICES:

We may use cookies and other tracking devices on our website (www.ea-associates.co.uk). The use of cookies on our sites provides certain benefits to you, such as maintaining your account login information between visits for ease and speed of access.

The use of cookies allows us to measure the activity on our website and tailor it for a better user experience; the details these cookies and other tracking devices provide us with are things such as the time and length of your visit to the site, the pages you look at and the site you visited before you found us.

We may on occasion utilise third parties to facilitate EA Associates adverts on other websites, and in doing so these companies may use their own cookies and other tracking devices to collect certain information, such as the examples detailed above.

This information may be used to aid us in evaluating our online advertising campaigns or to target more specific promotions/adverts to you.

You may refuse to accept cookies at any time; please relate to your browser Help guide in order to learn how to manage their use.

11. OUTSIDE LINKS:

The EA Associates website may contain links to third-party sites that are not under our control and are therefore not covered by our Privacy Policy. These may include sites belonging to partners of EA Associates.

We therefore recommend looking at the Privacy Policy or any other sites you visit before providing any personal information.

12. ENQUIRES REGARDING PRIVACY:

EA Associates is committed to the safe-keeping of all personal information that we hold, however if you do have any concerns regarding our privacy policy or our practices, you can reach us any time at info@ea-associates.co.uk.

We are more than happy to discuss any concerns, however you will always remain the right to lodge a complaint with the ICO should you feel it is necessary to do so.