

Privacy Policy for F4P Recruitment Ltd
also known as First 4 Personnel (& Temps) Ltd

F4P Recruitment Limited (company registration number 6936409) ("First 4 Personnel (& Temps) Ltd") is committed to protecting the privacy of our candidates, clients, contractors, referees and also users of our website. F4P Recruitment acts as a data controller.

The legal basis for processing information is based on a legitimate interest as we require the information in order to be able to assess your suitability for potential roles, source potential candidates, and be able to contact clients and referees. However we want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website, or directly to our office in person or electronically either directly or through a third party (friend, colleague, consultancy or word of mouth), or through publicly available sources where you have published or submitted your information online (e.g. Linked In, Social Media sites and Job boards) is only used for the purposes set out in this policy below.

What Information Do We Collect and How Do We Use It?

F4P Recruitment may collect personal details, including but not limited to your name and contact details and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions, salary, date of birth, disabilities, eligibility to work / visa and ethnic origin. Should work for us on a temporary basis this may also include sensitive information such as your bank details, National Insurance Number.

This information is held, used and disclosed by us for the following reasons:

- To provide permanent, temporary and contract recruitment services to you;
- To maintain our business relationship, whether you are a user of our website, a client or candidate;
- To enable you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures;
- To match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (this may include sensitive personal information) to clients in order to apply for jobs;
- F4P Recruitment will not send your CV forward to an organisation without informing you where your CV is being sent and obtaining your consent.
- However, occasionally F4P may send a profile of your Skills & Experience to organisations to elicit an interest in you. This is to find jobs on your behalf which may be of interest to you. This profile will be created by the F4P Consultant based on your CV and your interview with the F4P Consultant, but the profile will not contain any personal identifying information about you. If you do not wish for F4P to send profiles out to prospective employers, please contact info@first4personnel.co.uk or at the registration process tick the box stating no profiles to be sent.
- To answer your enquiries;

- To direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. (you will be able to unsubscribe from such communications at any stage);
- To fulfil contractual obligations with our clients (independent data controllers); once your data has been shared with clients, they will determine how they use, store and process your data and will have their own privacy policy.
- To trusted third parties where we have retained them to provide services that you or our clients have requested, such as references, verification of the details you have provided from third party sources, psychometric evaluations or skills tests, through ISV Online, and our Payroll provider. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as F4P Recruitment;
- To third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems, research and mailing houses and function co-ordinators. These third parties comply with similar undertakings of privacy and confidentiality as F4P Recruitment;
- We may also release personal information to regulatory or law enforcement agencies, if they require us to do so, for example ICO, HMRC, Agency Regulations. We will also disclose your information where we are permitted and requested to do so by law;
- We may also seek your consent to collect, hold, and disclose your personal information for any other purpose not listed above.
- Our website may also use a website recording service which can record mouse movements and clicks, page scrolling and any text keyed into website forms. Data collected by this service is used to improve our website usability. We use cookies to collect your personal data when you browse. See our cookie policy on our website [here](#) for more details.

Your Curriculum Vitae - CV

We give you the option of submitting your CV via our website, one of the job boards or by providing your CV to one of our consultants directly either in person or electronically. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. We may also download your CV through one of the job boards where you have published or submitted your details online. Your CV will be stored in the F4P Recruitment database, and will be accessible by F4P Recruitment consultants in the UK. The database is encrypted and password protected at various levels to safe guard your details. You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Job Alerts

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry and/or will provide you with newsletters and tips. Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive. Job alerts can also be received via RSS feeds without having to provide your email address. Job alerts emails are sent by F4P Recruitment via our Recruitment System.

Internet-based transfers

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

Equal Opportunities

F4P Recruitment is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, national origin, colour, nationality, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we ask you to complete an equal opportunities monitoring form as part of our registration process. This information is used anonymously to monitor that our consultants are adhering to this policy and is not used in the selection process or passed to any client or third party. We also request either a copy of your passport (and visa if required) or birth certificate to confirm your eligibility to work in the UK. This is to ensure that F4P Recruitment comply with Employment Law obligations and is only used for this purpose. The information given in both proof of work eligibility and equal opportunities form do not form any basis for our selection process.

How long do we retain your information on file?

If we have downloaded your information from one of the job boards or social media platforms but you have not registered with F4P Recruitment and provided your consent, your data will be retained for a period of 6 months.**

If you register with us and provide consent, your data will be retained for 24 months from when you were last contacted.**

If we place you in a temporary, contract or permanent role your data will be retained for 6 years from the last time we contacted you in order to comply with our legal obligations.

**At any time you can request your data to be deleted and removed from our database.

Access to your information we hold

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so.

If you would like to make a request for information, please contact info@first4personnel.co.uk.

Your right to have your information deleted

You have the right to ask F4P Recruitment to stop processing your information. However please note by doing this, we would not be able to match you to available job opportunities now or in the future.

However, if this involves a request for deletion of your file, please be aware that we will not be able to comply with this if you have been placed by us in a position, as we need to retain your data for a period of up to 6 years to meet our legal obligations with ensuring you have the right to work within the UK and to comply with HMRC payroll legislation. Where we are unable to comply with your request we will provide reasons for failing to do so.

Changes to our Privacy Policy

This privacy policy may be changed by F4P Recruitment at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions or concerns about F4P Recruitment's privacy commitment, please feel free to e-mail us at info@first4personnel.co.uk or call your local office to speak to one of our representatives.

Contact

If you have any enquires you can contact us at: info@first4personnel.co.uk or by writing to us at our registered office:

Lorraine Ragosa-Rout
Responsible Person for Data

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