

## INSIGHT RECRUITMENT SOLUTIONS LTD. PRIVACY POLICY

### **Who are Insight Recruitment Solutions.**

Insight Recruitment Solutions Ltd. (company number 5615951), registered office Davenport House, 16 Pepper Street, London E14 9RP is the trading name for Insight Professional Solutions and includes Insight Solutions Group Ltd.

### **Explaining the legal bases we rely on**

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

#### **Consent**

For the purposes of offering Recruitment introduction services, we can collect and process your data with your consent.

#### **Contractual obligations**

For the purposes of offering Recruitment introduction services, we need your personal data to comply with our contractual obligations.

#### **Legal compliance**

If the law requires us to, we may need to collect and process your data.

#### **Legitimate interest**

For the purposes of offering Recruitment introduction services and in specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests

#### **Information Collected**

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

#### **When you register with Insight Recruitment Solutions, we will ask you for the following Information;**

- Information you submit by way of a job application or your Curriculum Vitae solely to assess your suitability for employment by our trusted 3<sup>rd</sup> party external recruiting Clients and to carry out any subsequent interview process.
- Your full name, address and postcode
- Your communication details such as your email address, telephone number and mobile telephone number
- Copies of your Birth Certificate or Passport documents to prove your eligibility to work in the UK. This will include details of your full name, address, date of birth and facial image.  
If you provide a passport, the data will also include your place of birth, gender and nationality.

The Home Office Border & Immigration Service has implemented new penalties from 29th February 2008.

Insight Financial Recruitment Solutions are legally required to ensure all candidates are eligible to work in the UK.

Under "Race Relations" legislation, it is illegal to discriminate on grounds of race, colour, ethnic or national origin or nationality and as such, Insight require this information from all candidates irrespective of background.

- Copies of Professional Qualification, Degree, A-level (or equivalent) certificates.
- Two Employment Reference contacts (Note. One of the references should be your current employer, but this will not be taken without prior permission from you OR we need a 'Colleague Recommendation' from either your current or previous employer.

**When you register with Insight Recruitment Solutions, we will ask you for the following information;**

A full breakdown of your current package, salary and benefits as follows:

- Your current employment Basic salary:
- Your current employment Travel Allowances (If applicable)
- Your current employment Car Allowance (If applicable)
- Your current employment Lunch Allowance (If applicable)
- Your current employment Allowances paid to you
- Your current employment Bonus Scheme (When is this paid to you/how much)
- Your current employment Share Scheme (If applicable)
- Your current employment Pension Scheme
- Your current employment Gym Allowance (If applicable)
- Your current employment Dental / Medical / Health / Travel Insurance's (If applicable)
- Your current employment holiday entitlement
- Your current employment Notice Period

**How will we use your Information/Personal Data**

Insight Recruitment Solutions Ltd. will use your information/data in the following ways:

- Update you by phone, e-mail and SMS with selected new career opportunities in the marketplace
- Confirm and agree your introduction to our trusted GDPR compliant 3rd party external Recruiting Clients for specific vacancies.
- On an ongoing basis (or until you ask us to stop), advise you of relevant changes in the jobs market
- If you accept a Temporary Employment Contract through Insight Recruitment Solutions, either as a PAYE or Limited Company, in addition to sharing your Personal Data with the Recruiting Client, we will need to share your Personal Data with Government Statutory bodies including HMRC and Insight recruitment Solutions Ltd. third party suppliers including NOW Pensions, SAGE Payroll, Crossley Accountants and Computer Rescue.
- Maintain accurate internal and Statutory records

We will share your personal data with **our external trusted 3<sup>rd</sup> party external recruiting Clients for specific vacancies.**

- We will never sell your data to external Marketing companies and we will keep your details secure.
- We will only process your Personal Data for legitimate recruitment reasons associated with your career move, for reasons concerning information or network security, to defend or pursue legal rights or to meet regulatory requirements.
- Any Personal Data information processed for contacts based in the European Union will not be transferred outside the European Union, without your prior consent.
- You can update your contact details at any time by emailing [dataofficer@insight-recruitment.co.uk](mailto:dataofficer@insight-recruitment.co.uk) or change your mind by clicking Unsubscribe in any e-mail you receive from us.

Here's the policy we apply to those organisations to keep your data safe and protect your privacy:

- We provide only the information they need to perform their specific services.
- They may only use your data for the exact purposes we specify in our contract with them.
- We work closely with them to ensure that your privacy is respected and protected at all times.

### **How will we store and handle your data**

Data is stored within the UK at 3 Tier 1 data centres located in London, Leeds and Manchester and with a Fortinet Fortigate FG100D Firewall within our Kent office. All data centres offer 24 x 7 guarded environments. Nobody other than key personal have access to our online backup infrastructure therefore achieving total physical security.

### **How will we keep your data safe**

Prior to transfer, data is encrypted to 256bit AES at source against an encryption key set. Once encrypted data is transferred via a secure (https) internet connection to our data centres and stored in the same encrypted state. Nobody other than the end user (Computer Rescue Ltd on behalf of Insight Recruitment Solutions Ltd) has access to the encryption key and therefore nobody other than Computer Rescue Ltd on behalf of Insight Recruitment Solutions Ltd UK have access to backed up data.

Our data centers have achieved ISO 9001:2000 status and BS7799 certification; they are heavily protected against infiltration, fire and power outage. BS7799 is a recognized industry standard for benchmarking Information Security Management Systems within an organization and certification demonstrates an ongoing commitment to protecting the confidentiality, integrity and availability of both customers and our own information from internal and external threat and identifies the organization as a safe trading partner **Insight Recruitment Solutions Ltd. may in limited circumstances, disclose your Information to the following third parties:**

In the event that Insight Recruitment Solutions Ltd. (company number 5615951), registered office Davenport House, 16 Pepper Street, London E14 9RP, Insight Professional Solutions or Insight Solutions Group Ltd. sells or buys any business or asset, we may disclose your Information to the prospective seller or buyer;

If Insight Recruitment Solutions Ltd. is under a duty to disclose or share your Information to comply with any legal obligation or in order to enforce or apply Insight Recruitment Solutions Ltd. terms and conditions and other agreements or protect the rights intellectual property. This includes exchanging information with other companies and organisations for credit rating and criminal background checking agencies in relation the recruitment process of our trusted 3<sup>rd</sup> party external recruiting Clients, once a formal offer of Employment has been received by and accepted.

### **Correcting, Updating and Removing Your Information**

You have the right to ask us to provide a copy of the Information we hold about you and to have Information removed or any inaccurate Information about you corrected.

Whenever we collect or process your personal data, we will keep it for as long as is necessary for the purpose for which it was collected outlined below;

- **Update you with selected new career opportunities in the marketplace**
- **Confirm and agree your introduction to our trusted 3<sup>rd</sup> party external recruiting Clients for specific vacancies.**
- **Advise you of relevant changes in the jobs market**
- **Invite you to join Insight Recruitment Solutions events and news updates**
- **Maintain accurate internal record keeping**

You can update your contact details at any time by emailing; [dataofficer@insight-recruitment.co.uk](mailto:dataofficer@insight-recruitment.co.uk) or by clicking [Unsubscribe](#) in any email you receive from us.

Alternatively, please write to;

**The Data Controller**  
**Insight Recruitment Solutions Ltd.**  
**Davenport House**  
**16 Pepper Street**  
**London**  
**E14 9RP**

If you would like your Information to be removed from our records or if your Information requires amending then we will endeavour to correct, update or remove your Information as swiftly as possible (typically within 10 working days, but communications may be sent using the original details until the changes have been processed).

### **Checking your Identity**

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

Insight Recruitment Solutions Ltd. will endeavour to make the updates within 10 working days, but communications may be sent using the original details until the changes have been processed.

### **What are your rights over your Personal Data?**

You have the right to request:

- Access to the personal data we hold about you, free of charge.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.
- In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.
- We may also keep a record of these to inform any future communication with us and to demonstrate how we communicated with you throughout. We do this on the basis of our contractual obligations to you, our legal obligations and our legitimate interests in providing you with the best service and understanding how we can improve our service based on your experience.

## **Direct Marketing**

You have the right to stop the use of your personal data for direct marketing activity through all channels, or selected channels. We must always comply with your request.

There are several ways you can stop direct marketing communications from us:

If you would like your Information to be removed from our records or if your Information requires amending then we will endeavour to correct, update or remove your Information as swiftly as possible. This can be done using the following methods:

You can update your contact details at any time by emailing [dataofficer@insight-recruitment.co.uk](mailto:dataofficer@insight-recruitment.co.uk) or by clicking [Unsubscribe](#) in any email you receive from us.

Alternatively, please write to;

**The Data Controller**  
**Insight Recruitment Solutions Ltd.**  
**Davenport House**  
**16 Pepper Street**  
**London**  
**E14 9RP**

Insight Recruitment Solutions Ltd. will endeavour to make the updates within 10 working days, but communications may be sent using the original details until the changes have been processed.