



Privacy Notice – EGB Recruitment – May 2018

This privacy notice explains what personal information EGB Consulting UK Ltd (trading name EGB Recruitment) collects from you and how we use it to carry out our recruitment services.

1. What personal information do we collect and hold?

1.1 The following personal information is collected from a candidate once they have given consent for EGB Recruitment to add them to the company database and contact them about potential future opportunities:

- 1.1.1 Name as on photo ID, email address, phone number
- 1.1.2 Occupation, preferred location, preferred day rate
- 1.1.3 The type of security clearance held

1.2 The additional following personal information is collected (and shared with our relevant client) from a candidate when they want to apply for a position:

- 1.2.1 Notice period, interview availability, holiday dates
- 1.2.2 Day rate
- 1.2.3 First 2 digits of date of birth
- 1.2.4 Last 3 characters of National Insurance number
- 1.2.5 If the candidate holds SC, CTC, or DV clearance: Where the clearance is held, date left current sponsor, nationality, place of birth
- 1.2.6 CV
- 1.2.7 Right to work in the UK, if applicable

1.3 The following additional personal information may be collected (and shared with our relevant client) from a candidate at a later stage, such as interview stage or offer stage:

- 1.3.1 Copy of passport
- 1.3.2 Copy of driving licence/proof of address
- 1.3.3 Proof of National Insurance number
- 1.3.4 Employment references to cover last 3 years' working history
- 1.3.5 Security clearance details: type, reference number, date of issue
- 1.3.6 Limited Company Certificate of Incorporation (if necessary)
- 1.3.7 Education certificates (if necessary)
- 1.3.8 Payroll information



2. How do we collect your personal information?

- 2.1 We will collect personal information directly from you when you provide consent for us to do so
- 2.2 We will collect personal information from your CV when uploaded by yourself to our website
- 2.3 At certain stages of the application process, we may collect employment/academic references from third parties with your consent

3. How we will use your personal information?

- 3.1 We will use the personal information stated in section 1.1 to:
 - 3.1.1 Contact you about potential future opportunities
 - 3.1.2 Contact you to update your information
 - 3.1.3 Contact you to update you on the application process
 - 3.1.4 Maintain a relationship with you
- 3.2 We will use the personal information stated in section 1.2 to put together an application and submit to our relevant client organisations
- 3.3 We will use the personal information stated in section 1.3 to put together an on-boarding pack and submit to our relevant client organisations

4. Who will we share your personal information with?

- 4.1 All relevant parties confirmed to be part of the EGB Recruitment client organisation. Information will be shared during application submission, interview, offer and on-boarding stages
- 4.2 Umbrella companies that are under instruction by you
- 4.3 With your permission, we may provide a reference (confirmation of dates) to a future employer/agency
- 4.4 If required, any other potential companies that you have provided consent for us to contact



5. Keeping data up to date

5.1 From time to time, we may contact you to ensure your personal information is up to date and accurate

5.2 You may notify us if any of your information changes. Email enquiries@egb-consulting.co.uk

6. Purpose of holding personal information

6.1 We will only use your data as stated above. If we need to use your personal information for another purpose, we will notify you explaining the reason and will gain your consent

7. Where will your data be stored?

7.1 Your data will be stored on a secure database which only EGB employees have access to

8. How long will we store and use your personal information?

8.1 We will hold your personal information as long as it is necessary to complete the purposes in which it was collected, or

8.2 We will hold your personal information for the continued purposes of sourcing employment on your behalf

9. Your rights to the personal data we hold

9.1 You have the right to request what personal information we hold. If requested, we will provide what data we currently hold for you

9.2 You have the right to request us to update any of the data we hold on you

9.3 You have the right to ask us to remove your information at any time

10. Changes to our Privacy Notice

10.1 We regularly keep our Privacy Notice up to date. This privacy notice will be reviewed bi-annually



11. How to contact us

- 11.1 If you have any questions with regards to our Privacy Notice or information we hold about you, please email: enquiries@egb-consulting.co.uk