



Privacy Policy

Emma Dixon

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Emma Dixon.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. With effect from 25 May 2018, the General Data Protection Regulations ("GDPR") came into force, which changed the law and we take this very seriously.

The information about you we may collect, hold and process is set out below:

(a) Information collected and processed for finding you a suitable role is as follows:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history
- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training

(b) Information in respect to individuals that have worked for us or our clients previously or may work for us is as follows:

- Passport (if applicable, permits and visas)
- Date of Birth
- National Insurance Number
- Full detail of job offers and placements
- Outcome of DBS and security clearance for certain roles (these will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.
- Medical information (in specified cases – medical information may be supplied by a third party such as your GP, Consultant or Occupational Health)
- References (these will be from your previous employer or personal references as appropriate).
- A log of our communications with you by email and telephone

This information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency.

How we use the information

The above information is used to provide our services to you in our capacity as an employment business / agency to find you suitable work whether on a permanent basis based on your requirements as set out below.

The information under A above may be used as follows:

Pontevedra, Spain
Tel: 07983201650
Email: emma@emmadixon.net
Web: www.emmadixon.net

- To match your skill sets with job vacancies to assist in finding you the positions that best match your expertise.
- To put forward your details to our clients and prospective employers for you to be considered for vacancies.
- To place you with our clients and prospective employers
- To keep you informed for available opportunities as they arise
- To keep you informed of the services offered by us

The information under B above may be used as follows:

- To establish that you have the right to work
- To undertake relevant security and DBS checks as required by our clients and as permitted by law.
- To deal with any medical and health and safety issues relating to specific positions
- To put in place contractual arrangements and documentation once a role has been secured

How we hold the information

All the personal data we have is stored on our database in the UK.

Disclosure of your information

- Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed.
- Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA.
- Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

What is the legal basis for processing the information?

- We will rely on your consent to process the information marked with an * above which is collected at the outset of the recruitment process.
- Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.
- In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety within the work environment or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.
- Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.
- Once a position has been found for you, we will process your personal data, for the purpose of you entering into a contract to fulfil your role,, depending on the specific contractual arrangements and circumstances.
- Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

Your rights

You currently have the right at any time to ask for a copy of the information about you that we hold in addition to your right to be forgotten. If you would like to make a request for information please request this via emma@emmadixon.net

Retention of your data

Pontevedra, Spain
 Tel: 07983201650
 Email: emma@emmadixon.net
 Web: www.emmadixon.net

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us via the website.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at: <https://ico.org.uk/concerns>

Contact

Please address any questions, comments and requests regarding our data processing practices to Emma Dixon.

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time.