

<b>Company Name:</b>	Puro Accountancy Ltd ('the Company')
<b>Company Contact details:</b>	Capital House, 272 Manchester Road, Droylsdon, Manchester, M43 6PW.
<b>Document DP5B</b>	Privacy Notice (when personal data is obtained from a 3 <sup>rd</sup> party)
<b>Topic:</b>	Data protection
<b>Date:</b>	October 2019
<b>Version:</b>	1

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

## **1. Collection and use of personal data**

### **a. Purpose of processing and legal basis**

The Company has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Legitimate interest

### **b. Categories of data**

The Company has collected the following personal data on you:

- CV including name and contact details from an online job board.

### **c. Legitimate interest**

Our legitimate interest in collecting and retaining your personal data is described below:

As a recruitment business and recruitment agency Puro Accountancy introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental and essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs Puro Accountancy require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

To maintain, expand and develop our business Puro Accountancy need to record the personal data of prospective candidates and client contacts.

#### **d. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Our clients who are potential employers.

#### **2. Data retention**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

#### **3. Your rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

#### **4. Source of the personal data**

The Company sourced your personal data/sensitive personal data from one of the accessible job boards which you have subscribed to or LinkedIn.

This information came from a publicly accessible source.

#### **5. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: our Data Protection Officer via email [dataprotection@puroaccountancy.com](mailto:dataprotection@puroaccountancy.com) .