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# **WELCOME TO OUR PRIVACY POLICY**

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# 1. INTRODUCTION

Red Giant Recruitment Ltd (referred to as “We, “Our” or “Us”), is committed to protecting the privacy and security of your personal information. We take care to protect the privacy of our candidates and users of our products that communicate online or offline with us, over the phone, through our mobile applications, websites and social media platforms.

We have therefore developed this Privacy Notice to inform you of the data we collect, what we do with your information, what we do to keep it secure, as well as the rights and choices you have over your personal information.

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003, all the foregoing as amended from time to time, and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people of the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

Red Giant Recruitment Ltd is the controller for the personal information we process, unless otherwise stated.

You can contact us either by phone, email or post.

Our main trading/postal address:

20-22 Wenlock Rd, London, N1 7GU.

Telephone : 020 8088 8016

[Email: transport@redgiantrecruitment.com

Our Data Protection Officer is:

Mr. Rob Nathan

# 2. THE INFORMATION WE COLLECT AND WHEN

Red Giant Recruitment Ltd only collect personal information that we know we will genuinely use and in accordance with GDPR Regulations. The type of personal information that we will collect about you, and you voluntarily provide to us on this website may include some or all of the following:

• Your name

• Address

• Telephone number(s)

• Email address

Red Giant Recruitment Ltd, in further dealings with you, extend this personal information to include your address, purchases, services used, and subscriptions, records of conversations and agreements.

• You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a candidate in an efficient and effective manner.

• The legal basis for processing your data is based on your vital interest/our legitimate interest that we will have requested at the point the information was initially provided, therefore Red Giant Recruitment Ltd will not store, process or transfer your data unless we have an appropriate lawful reason to do so.

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# 3. HOW WE USE YOUR INFORMATION

* To contact you, following your enquiry, reply to any questions, suggestions, issues or complaints you have contacted us about.
* Make available our products and services to you.
* For statistical analysis and to get feedback from you about our products, websites and other services and activities.
* To power our security measures and services so you can safely access our website.
* Help us understand more about you as a candidate.
* Contact you about products and services from us.
* Provide you with online advertising and promotions; and
* Help answer your questions and solve any issues you have.

# 4. WHO WE MIGHT SHARE YOUR INFORMATION WITH

We may share your personal data with other organisations in the following circumstances:

* If the law or a public authority says we must share the personal data;
* If we need to share personal data in order to establish, exercise or defend our legal rights.
* We will not share your information with any third parties for the purposes of direct marketing.
* Red Giant Recruitment Ltd use data processors who are third parties to provide elements of services for us. We have Data Processing Agreements in place with our data processors. This means that they are only able to process your personal information under our strict instructions. They may only share your personal information with other organisations apart from us if we have provided them with prior written consent for this sharing. In addition, these other organisations must comply with our Data Processing Agreement. They will hold your personal data securely and retain it for the period we instruct.

# 5. YOUR RIGHTS OVER YOUR INFORMATION

## 5.1 the right to be informed about our collection and use of personal data

You have the right to be informed about the collection and use of your personal data. We ensure we do this by providing you with this Privacy Notice. This Notice is regularly reviewed and updated to ensure it accurately reflects our data processing activities.

## 5.2 Right to Access Your Personal Information

You have the right to access the personal information that we hold about you in many circumstances, by making a request. This is sometimes termed a ‘Data Subject Access Request’. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and we will respond without delay and within one calendar month of receipt of your request.

We may ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information. Please note that the time limit for fulfilling your request does not start until we have been able to verify your identity.

If you would like to exercise this right, please contact us as set out below.

## 5.3 Right to rectification of Your Personal Information

If any of the personal information we hold about you is inaccurate, incomplete or out of date, you may ask us to correct it.

If you would like to exercise this right, please contact us as set out below.

## 5.4 Right to Stop or Limit Our Processing of Your Data

You have the right to object to us processing your personal information for particular purposes, to have your information deleted if we are keeping it too long, or have its processing restricted in certain circumstances. If you would like to exercise this right, please contact us as set out below.

## 5.5 Right to Erasure

You have the right to have personal data erased. This is also known as the ‘right to be forgotten’. The right is not absolute and only applies in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

## 5.6 Right to data Portability

The right to data portability gives you the right to receive personal data you have provided to a controller in a structured, commonly used and machine readable format. It also gives them you the right to request that a controller transmits this data directly to another controller.

If you would like to exercise this right, please contact us as set out below.

## For more information about your privacy rights

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here [https://ico.org.uk/for-the-public](https://ico.org.uk/for-the-public/).

You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

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# 6. HOW LONG WE KEEP YOUR INFORMATION FOR

We retain a record of your personal information to provide you with a high quality and consistent service. We will always retain your personal information in accordance with the GDPR legislation and never retain your information for longer than is necessary. Unless otherwise required by law, your data will be stored for a period of 3 months after our last contact with you, at which point it will be deleted.

# 7. GIVING YOUR REVIEWS AND SHARING YOUR THOUGHTS

When using our website, you may be able to share information through social networks like Facebook and Twitter. For example, when you ‘like’, ‘share’ or review our Services. When doing this, your personal information may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts, so you are comfortable with how your information is used and shared on them.

# 8. SECURITY

Data security is of great importance to Red Giant Recruitment Ltd and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

* Limiting access to our buildings to those that we have determined are entitled to be there.
* Implementing access controls to our information technology.
* We use appropriate procedures and technical security measures (including strict encryption, anonymisation and archiving techniques) to safeguard your information across all our computer systems, networks, and websites.

# 9. WHAT HAPPENS IF OUR BUSINESS CHANGES HANDS?

We may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of our business. Any personal data that you have provided will, where it is relevant to any part of our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Notice, be permitted to use that data only for the purposes for which it was originally collected by us.

# 10. CHANGES TO OUR PRIVACY NOTICE

We may change this Privacy Notice from time to time (for example, if the law changes). We recommend that you check this policy regularly to keep up-to-date.

# 11. HOW TO CONTACT US

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by one of the following means:

By email: transport@redgiantrecruitment.com
By phone: 020 7088 8016

Thank you for taking the time to read our Privacy Notice.

Red Giant Recruitment Ltd

This Policy was last updated on 07/05/2024