



## **Privacy policy for Radar Recruitment Ltd – GDPR Compliance**

Radar Recruitment takes the privacy of our clients and candidates seriously. We are a specialist recruitment consultancy, providing our clients and candidates with professional recruitment advisory services. Radar Recruitment acts as a controller of personal data.

### **Clause 1 How we receive information and how we may use it**

Radar Recruitment receive your personal data when you apply directly for an advertised role via our website; when you apply directly to be a candidate for whom we can facilitate a job search or via a third party when you respond to a job post placed by Radar Recruitment on a job board on behalf of a third-party client.

This statement explains how we process personal data received into our organisation. When you register with Radar Recruitment you hereby consent to us collecting and storing your personal information. This may include but is not restricted to your name; contact details; address; employment history; mobility and education.

During telephone conversations and face to face interviews we may collect personal information with regard to employment preferences, strengths and work experience which may be stored on your personal record. This information facilitates our ability to support your job search and to provide a basis for recommendation when short-listing candidates for a particular role. By explicitly providing consent when you register with Radar Recruitment you are providing permission for our storage of this information. Radar Recruitment will never share personal information or a Curriculum Vitae with a third party without your explicit consent.

Your consent includes explicit consent to retain your personal details until such time as you wish us to delete your records from our database or refrain from further engagement. With no subsequent contact, your information/records will be deleted after a 24-month period.

If you do not consent to Radar Recruitment storing your personal data or setting up a personal registration for you, please do not submit your Curriculum Vitae for any roles advertised on our website or via Third Party job boards. Please note that you have the right to withdraw your consent at any time.

### **Clause 2 Job Alerts**

We may on occasions contact candidates stored in our database who are not actively looking for a new role. By providing consent to our storage of your personal data you are also providing consent to us contacting you if we receive details of a role which specifically matches your career aspirations. We will only do this where you, the potential candidate, meet a detailed brief provided by one of our clients, and where you have provided explicit consent to us storing and using your data.

Please note that you have the right to withdraw your consent at any time.

### **Clause 3 Our Promise to our candidates**

We will never share our candidates' personal details or Curriculum Vitae with a third party without the candidate's explicit consent, and then we will only share the personal information with that one company or individual for the purpose of making a Curriculum Vitae introduction to the hiring business or when arranging interviews.

Please note that you have the right to withdraw your consent at any time.

#### **Clause 4 Contacting Recruitment Consultants directly**

If you contact a member of Radar Recruitment's team directly and request, they consult with you regarding your job search, or regarding a particular job role, you are giving your consent to Radar Recruitment processing your email and the data contained within your email for lawful purposes, as per Clauses 1 and 2 above.

By sending an updated Curriculum Vitae directly to a member of staff at Radar Recruitment you are giving consent Radar Recruitment processing and storing that information, as per Clauses 1 and 2 above. As referred to in Clause 2 of our privacy notice, we will not share your information with any third party without your explicit consent.

#### **Clause 5 Request to have personal data amended**

It is likely that over time your employment history is likely to change during the course of your career. Radar Recruitment will update your registration within 14 days of receiving an updated Curriculum Vitae.

Under the GDPR you have the right to ask for access to your personal information. Once Radar Recruitment has verified your identity, we will provide the information you requested within 30 days.

In the unlikely event you find inaccurate personal data stored about you by Radar Recruitment, you must advise us immediately and we will make the necessary amendments.

Please note, Radar Recruitment reserve the right to store all contact information for a period of up to 24 months, in the legitimate interest of recruitment activity in support of your job search.

#### **Clause 6 Request to have personal data removed or deleted**

Upon receipt of a request to delete an individual's personal registration, Radar Recruitment will ensure that your personal record is deleted within 30 days.

In the event that you wish to be erased from our Recruitment Database you should contact [info@radarrecruitment.co.uk](mailto:info@radarrecruitment.co.uk). Please make it clear that you wish to be erased, rather than simply marked as no longer job seeking.

#### **Clause 7 Notification of Breaches**

Whilst Radar Recruitment do not store, or at any time request, financial information from candidates, we do store highly personal information contained within your Curriculum Vitae. We are aware of our responsibility as a Recruiter to protect your information and to only share details with third parties upon receipt of your explicit consent. All of our systems are protected and our CRM software contains built in features that enable GDPR compliance. Only Radar Recruitment staff and consultants working for Radar Recruitment have access to the personal information stored in your registration.

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you promptly to protect your rights, freedoms and interests.



### **Clause 8 Access**

If Radar Recruitment receive a request for access to personal information, we will verify your identify before releasing your personal data to you. We will not release information to any third party.

If you would like to make a request for access to your personal information please contact: [info@radar-recruitment.co.uk](mailto:info@radar-recruitment.co.uk)

Alternatively, you can contact us by writing to us at:

Victory Way, Admirals Park, Crossways, Dartford, Kent, DA2 6QD

### **Clause 9 Complaints Procedure**

If you have a complaint about the way your data is stored or handled by Radar Recruitment, please contact us at: [info@radar-recruitment.co.uk](mailto:info@radar-recruitment.co.uk)

Alternatively, you can contact us by writing to us at:

Victory Way, Admirals Park, Crossways, Dartford, Kent, DA2 6QD

### **Clause 10 Changes to our Privacy Policy**

This privacy policy may be changed by Radar Recruitment at any time. Any changes to our Privacy Policy will be updated on our website. If you have any questions or concerns, please email us at [info@radar-recruitment.co.uk](mailto:info@radar-recruitment.co.uk)