



Data Protection Privacy Statement

Talentwise Solutions provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data, we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data.

Collection and use of personal data

Purpose of processing and legal basis

Talentwise Solutions will collect 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting, and detecting crime and to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal basis we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

Legitimate interest

This is where Talentwise Solutions Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Talentwise Solutions Ltd has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

If you are looking for a role or have posted your CV information on a job board or networking site, we will assume you are happy for us to collect and use your personal data to offer or provide you our work-finding services as well as to share that information with prospective employers.

If you are about to potentially secure a role with one of our clients, our client may also need to double check any information you've given us, to the extent that this is appropriate and in accordance with UK laws. We need to do these things so that we can operate as an employment agency and to enable us to secure you roles and send you appropriate communications about the roles that might be of interest to you.

Recipients of data

Talentwise Solutions Ltd will process your personal data and/or sensitive personal data with potential employers

Data retention

Talentwise Solutions Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also 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.

Where Talentwise Solutions Ltd has obtained your consent to process your personal data, we will do so in line with our retention policy and retain your details up to a maximum of five years from the date of their creation. Upon expiry of that period Talentwise Solutions Ltd will seek further consent from you. Where consent is not granted Talentwise Solutions Ltd will cease to process your personal data.

Your rights

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

- The right to be informed about the personal data Talentwise Solutions Ltd processes on you
- The right of access to the personal data Talentwise Solutions Ltd 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
- The right to withdraw consent at any time

Where you have consented to Talentwise Solutions Ltd processing your personal data, you have the right to withdraw that consent at any time by contacting Tracey McCabe, Owner/Director
E: tracey@talentwisesolutions.co.uk

There may be circumstances where Talentwise Solutions Ltd will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Talentwise Solutions Ltd processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary. You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Tracey McCabe, Owner/Director E: tracey@talentwisesolutions.co.uk

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/> if you believe that your data protection rights have not been adhered to.