

Privacy Policy – Erin Associates

Effective from 1st May 2018

This privacy policy sets out how Erin Associates uses and protects any data or information that you give us when interacting with the company, its employees, its website or its services. We are committed to ensuring that your privacy is protected and take it very seriously.

About Us

Erin Associates is an Employment and Recruitment Agency which primarily exists to help candidates find new jobs and clients fill vacant job positions. In order to achieve this, we must collect and store data, use this to help us and employers decide on the suitability of a candidate and keep records of candidate's job search history to fully represent them. We will also use candidate data for marketing purposes, to send newsletters and updates on jobs or content related to their career, where the user has opted in.

Contacting us about your data we hold or our privacy policy

If you want to contact us to discuss how we use or manage your data please email us at gdpr@erinassociates.com or write to us at

Data Protection Officer
Erin Associates Ltd
Didsbury Business Centre
137 Barlow Moor Road
Didsbury
Manchester
M20 2PW

Candidate Representation & Consent Form

By ticking this box on the Consent Form you authorise us to hold data about you in a secure CRM system along with notes that will allow us to represent you accordingly. This means we know who you are with contact details, what your requirements are and hold information that we can send to your potential employers to help you find a new role. We will also update our records on you depending on the communications we have with you and how you interact with our services. This data will be held whilst you are deemed as employable, whether this is when you are actively seeking a role now or in the future.

What information is being collected?

Only information that will help the process of seeking employment or developing a career for a candidate will be held by Erin Associates. The information we collect will be on candidates who give us consent to hold and use their data that will include factual data based on the profile of the candidate (e.g. name, address, email

address, telephone number, experience, skillset, salary details etc) and also other information like what interviews they are put forward to, dates, how they performed at these interviews, jobs secured, jobs rejected, salary offered etc. We may also categorise you on our systems into job or experience based segments to help us locate you amongst our data.

As information regarding a candidate relates to their employment and therefore their career, data will be kept on file for the lifetime of the candidate's employability. You have the right to ask for this to be removed, amended or updated at any time and we can supply you with the data that we hold on you upon request.

Who is collecting it?

The data is being collected by Erin Associates and employees of it and stored only on secure and licenced company software or platforms. Data may be shared with employers who will use this to assess the candidate for interviews and suitability for their positions.

How is it collected?

The majority of our data comes from job applications for our advertised roles into the business or the submission of CV's. This normally comes via email, whether direct from 3rd party websites or to our consultant's email inboxes from our website. We also collect data from both publically available databases of candidates who have listed their CV for viewing by agencies and employers or from password protected databases which we subscribe to in order to access candidate data. In all instances, candidates will be required to give consent for their data to be held on our systems. Where consent has not been given and we are in receipt of data, this will not be used in any way and be deleted from all platforms that they have been received onto, within 30 days.

Data is collected from a range of sources and uploaded onto our licenced company software or platforms. These sources may include CVs submitted to the business directly either digitally or off-line, CV's submitted indirectly through referrals, CV data from online job board sites, collected verbally over the phone or face to face, via text messages or online messaging.

We will also store data about individuals from clients and candidates who provide feedback on CVs and meetings by communicating verbally, in written form offline or online through emails, post, online messaging or telephone text messaging.

Why is it being collected?

We collect data and information on candidates that will assist us and potential employers to make a decision whether they may be suitable for an employer's role.

How will it be used?

It will be used to profile the candidates that we have consent for to introduce to an existing or speculative employer and used to help generate interviews for these

candidates. It will be used for communication purposes so that employees of Erin Associates can communicate with and provide updates to candidates. This information may also be passed to clients for communication reasons, to conduct interviews, provide offer letters or other direct communications.

It may also be used for marketing purposes by Erin Associates to send emails, newsletters about job and career information that will be deemed beneficial to the candidate.

We also work within The Equalities Act 2010 and will use data appropriately to ensure fairness and compliance.

Who will it be shared with?

The data will be shared amongst recruitment consultants and employees internally within Erin Associates to help find them a role. They will all have access to all of the data that is stored about a candidate and can use this in accordance with their employment contracts. In addition, our employee's employment contracts hold confidentiality clauses that operate within Information Commissioners Office requirements.

The data will be shared externally with speculative, new or existing clients by Erin Associates. These will include a range of people within the employer's organisation who are in a position to make a decision on a candidate's skills and experience for a job interview or employment.

What will be the effect of this on the individuals concerned?

Data will be used to profile a candidate and help employees from Erin Associates make a decision on whether they would be suitable for a role based on the data we hold. Relevant pieces of this data will be supplied to employers to help them make a decision on the suitability of the candidate.

Is the intended data use likely to cause individuals to object or complain?

No, consent will have been taken from the candidate for the use of their data.

However if you wish to make a complaint please email us on gdpr@erinassociates.com or the address above. You can also make a complaint to the Information Commissioner's Office at this address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Your rights

We take your rights very seriously and will adhere to the following:

- Your right to be informed of use of data
- Your right of access to your data
- Your right of rectification of data
- Your right to erasure of data and be forgotten
- Your right to restrict our processing of your data
- Your right for your data to be portable
- Your right to object at the use of your data
- Your rights relating to automated decision making and profiling

We will hold your details on our file for as long as you are in any employment or deemed to be employable. Upon request, we will provide you with all of the data that we hold on you. Please email the Data Officer listed below for this information.

We will never transfer your data outside of the EU unless you have given us permission to do so.

Upon request, Erin Associates will adhere to the rights listed above so if you want us to address or action any of these please do so by contacting the Data Protection Officer at any time at gdpr@erinassociates.com above. Please send us your Date Of Birth, name, registered email address and mobile number to ensure that we correct the right record. You also have a right to see the data that we hold on you, please contact The Data Protection Officer should you require this.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial processes to safeguard and secure the information we collect and store.

Website Cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us

access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Changes to this Privacy Policy

From time to time we may make changes and updates to this policy in order to ensure your information and data is secure.