



RESOURCING SPECIALISTS

23 HIGH STREET, WOKING
SURREY, GU21 6BW
Tel: 01483 729222
www.opruk.co.uk

OPR Candidate Privacy Statement

Here at OPR we take your privacy very seriously and are committed to protecting the privacy of our candidates and clients. OPR are a Data Controller and our legal basis for collecting and processing your data is one of "Consent". By registering with OPR or sending us your CV you are giving your consent for us to process your personal data for a specific purpose i.e. to find you a new job. We also have a "Legitimate Interest" in that we are providing work-finding services to both clients and candidates as part of our business. OPR Ltd are a member of the Information Commissioners Office (ICO) and we will ensure that the information you submit to us either via our website, the job boards or at our office is used only for the purposes set out in this policy.

The information we collect and how we use it:

OPR will collect your personal details, which includes but is not limited to, your name, contact details, date of birth and other information provided to us from your CV / e-mail. This will also include sensitive information such as your passport (to confirm your eligibility to work in the UK) and bank details (if you start temporary work through us). We have put in place suitable physical, electronic and managerial procedures to safeguard and store the information we hold. Should there ever be a data breach this will be reported to the Information Commissioners Office. Your personal data will be used and disclosed by us as follows:

1. To provide our services to you;
2. To enable us to submit your CV to our clients for general applications or to apply for specific jobs
3. To assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs;
4. To advise you of new vacancies, news and competitions via e-mail or phone. Where we do so, you will be able to unsubscribe from such communications;
5. To fulfil contractual obligations with our clients
6. To third parties where we have asked them to provide services that you or our clients have requested, such as employment referees, qualification and criminal reference checking services or skills tests.
7. To third parties who perform functions on our behalf, such as our outsourced payroll team (David Howard Payroll). OPR Ltd will ensure that these third parties comply with similar undertakings of privacy and confidentiality and are GDPR compliant.
8. We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.
9. We may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

Access to your data:

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to identify yourself or more information about the request. You have the right to ask OPR to cease providing a recruitment service at any time and to stop using your information. You also have the right to ask for all your personal data to be erased.

All data is kept for a minimum of 6 years in-line with legislative guidance. You can however request your file and all information related to you to be deleted earlier than this, unless you have worked for us or we have placed you in a permanent role, where we need to legally keep your information for 6 years as your file will hold information about our clients or financial information that we need to keep for periods of up to 6 years i.e. that relate to tax matters. When we are unable to comply with your request we will provide reasons for failing to do so. If you would like to make a request for information please contact alex@opruk.co.uk

Questions / Complaints:

If you have any questions or concerns about your data or our Privacy Policy please do not hesitate to contact us either via the phone number above or by emailing alex@opruk.co.uk If you are unhappy about how OPR have handled your data please contact the Information Commissioners Offices. Their website is <https://ico.org.uk>

Cookies:

A cookie is a small file which 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 Essential Cookies - these cookies enable core functionality such as security, verification of identity and network management. These cookies can't be disabled. We also use Analytics Cookies - these cookies help us to understand how visitors interact with our website, discover errors and provide a better overall analytics. 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.



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The information we collect and how we use it:

OPR will collect your personal details, which includes but is not limited to, your name and company contact details. We may also on occasion need sensitive information such as your bank details in order to make payments / refunds. We have put in place suitable physical, electronic and managerial procedures to safeguard and store the information we hold. Should there ever be a data breach this will be reported to the Information Commissioners Office. Your personal data will be used and disclosed by us as follows:

1. To provide our work-finding services to you;
2. To enable us to submit CV's of our candidates for general applications or to apply for specific jobs
3. To assist us in finding a new position for our registered candidates
4. To advise you of new candidates, news and competitions via e-mail or phone. Where we do so, you will be able to unsubscribe from such communications;
5. To fulfil contractual obligations
6. To candidates but only when instructed by you i.e. sending interview confirmations
7. To third parties who perform functions on our behalf, such as our bank. OPR Ltd will ensure that these third parties comply with similar undertakings of privacy and confidentiality and are GDPR compliant.
8. We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.
9. We may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

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You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to identify yourself or for more information about the request. You have the right to ask OPR to cease providing a recruitment service at any time and to stop using your information. You also have the right to ask for all your personal data to be erased.

Please be aware we may not be able to complete your request, particularly where your record holds information about a booking or placement where we are contractually obliged to keep records for periods of up to 6 years. When we are unable to comply with your request we will provide reasons for failing to do so. If you would like to make a request for information please contact alex@opruk.co.uk

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