

Privacy Policy

Outline of this policy

Haptic Recruit Limited processes personal data in relation to work-seekers, individual client contacts and its staff. It is vitally important that we abide by the principles of the General Data Protection Regulations (GDPR) set out below. Haptic Recruit takes your privacy seriously. This policy describes how and why we obtain, store and process data which can identify you. In connection with these activities Haptic Recruit is the Data Controller.

Haptic Recruit may change this policy from time to time by updating this page. Please check this page from time to time to ensure that you are happy with any changes.

Any questions or concern regarding this policy and our privacy practices should be sent by email to the Directors via info@hapticrecruit.com.

Who we are and what we do?

Haptic Recruit are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Business Regulations 2003. We also provide the following other services: outsourcing, consultancy, executive search services. We collect personal data of the following types of people to allow us to undertake our business:

- Prospective and placed candidates for permanent or temporary roles
- Prospective and live client contacts
- Supplier contacts to support our services
- Employees, consultants, temporary workers

We collect information about you to carry out our core business and ancillary activities.

How do we collect information from you?

We obtain information about you through the following channels:

- Curriculum Vitae through subscribed internet job sites.
- Publicly accessible platforms such as social media websites e.g. LinkedIn, Job Boards
- Referral consented by you
- Online application or CV submission via our own or other third party's websites, social media, institutions or organisations where we have advertised our opportunities
- Registration form in paper format or bespoke online data collection websites

What type of information is collected from you?

Haptic Recruit will collect data about you, both personal data and also sensitive personal data. GDPR defines personal data as the following:

“Any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental economic, cultural or social identity of that natural person.”

Personal data relating to client/candidate contacts can include: name, job title, date of birth, passport data, home address, home telephone number, mobile, private or business email address etc.

‘Special categories’ of personal data (sensitive personal data) relate to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person’s sex life or sexual orientation. Special category data in relation to client / candidate contacts can include: racial and ethnic origin, religion, health records etc.

How is your information used?

Haptic Recruit may use your information to:

- Provide our recruitment services to you and to facilitate the recruitment process.
- Assess data about you against vacancies which we deem may be suitable for you.
- Send your information to clients to apply for vacancies or to assess your eligibility for relevant vacancies.
- Enable you to submit your CV, apply online for vacancies or to subscribe to alerts about opportunities we consider may be of interest to you.
- Allow you to participate in interactive features of our service when you choose to do so.
- Market our, full range of recruitment services to you (permanent, contract, recruitment process outsourcing services).
- Enable us to develop and market other products and services where you have consented to being contacted for such purposes.
- Improve our customer service and to make our services more valuable to you (including improvements on our websites).
- Send you details of reports, promotions, networking and events and general information about the industry sectors which we consider might be of interest to you, where you have consented to being contacted for such purposes.
- Answer your questions and enquires.
- Third parties where we have retained them to provide services that we, you or our client have requested including references, qualifications and criminal reference checking services, verification of the details you have provided from third party sources, psychometric evaluations or skill tests.
- Third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings.

- Use your information on an anonymised basis to monitor compliance with our equal opportunities policy.
- Carry out our obligations arising from any contracts entered into between us.

We endeavour to ensure all information held by the Company to be as accurate as possible and we review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. Individuals who we have collected information from have the rights of access, rectification, erasure, restriction of processing, objection and data portability on the basis the request will not contravene or prevent any legal or statutory obligations.

Our Legitimate Business Interests

Our legitimate interests in collecting and retaining your personal data are described below:

As a recruitment business and recruitment agency we introduce candidates to clients for permanent employment, temporary placement or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts.

Overseas Transfers

We will transfer your information to companies in the European Economic Area ('EEA') and in some cases outside of the EEA such as, United States of America for the purposes of providing you with work-finding services. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

Who has access to your information?

The personal information that you provide to us (including sensitive personal information) is only provided to our staff and third parties who help us to process data, to prospective employers, auditors or customers in order to help with the recruitment process.

Your choices & How to access and update your information

Individuals who we have collected information from have the rights of access, rectification, erasure, restriction of processing, objection and data portability on the basis the request will not contravene or prevent any legal or statutory obligations.

Once the identity of the person making the request has been verified a copy of the information we hold about you will be provided free of charge. However, Haptic Recruit reserve the right to charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The Company may also charge a reasonable fee to comply with requests for further copies of the same information.

If wish to amend any information we have collected, withdraw your consent to receive future information from us or request your information to be erased, you may do so by sending an email to the following personnel:

Name: James Jarvis

Contact Number: 020 7886 7720

Email Address: james@hapticrecruit.com

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit: <https://www.aboutcookies.org/> or <http://www.allaboutcookies.org/>

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Links to other websites

Our website may contain links to other third-party websites. Once you have used any of these links to leave our site, you should note that we do not have any control over third party websites, their content or views and opinions expressed or implied on such sites. We are not responsible for the protection and privacy of any information which is collected whilst you are on a third-party site or the information you provide whilst visiting such sites. Third party sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

This **Privacy Notice** was last updated: **01 January 2021**

