

DATA PROTECTION AND PRIVACY POLICY (Service Users)

Introduction

Renovo Employment Group Limited ('Renovo') takes particular care in handling personal data and this policy sets out the way we collect, process and store data of our service users. This is via our websites: www.renovo.uk.com and www.renovodwp.com and through our consultants and offices.

By using our websites and registering your details with us, you consent to us collecting, storing and processing the data you supply to us in line with this policy. Therefore, it is important that you read this policy carefully. If you do not agree to us processing your data in this way then you must not register your details or submit any personal data.

The Data Protection Act 1998 ('the Act')

Renovo Employment Group Limited is registered as a data controller in the UK on the Data Protection Public Register for the purposes of the Act. We ensure that personal data you provide to us is processed in line with the following eight principles of the Act. Data will be:

- obtained fairly and lawfully
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up-to-date
- not kept for longer than is necessary
- held and processed in line with your rights
- secure
- not transferred to any other country or territory outside the European Economic Area (EEA) without adequate protection or consent

How and what do we collect data?

Personal data is defined as data relating to a living person who can be identified from the data or from the data together with other information, which is in the possession of, or is likely to come into the possession of, Renovo.

We collect personal data about you to enable us to provide our services to you. The type of personal data we collect about you includes information contained on your CV or application such as: your name, address, contact details, employment, training and education history as well as references, results of assessment and career insight tools administered through our websites.

Sensitive personal data

Sensitive personal data is defined as consisting of information as to the racial or ethnic origin of the data subject (you), political opinions, religion, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health condition(s), sex, sexual orientation, the commission or alleged commission of any offence or any proceedings related to any offence.

We collect and process sensitive personal data only as far as is necessary to help us monitor the effectiveness of any selection and recruitment process and our equality and diversity policy and, fulfil our legal obligations in this respect.

Although it is not compulsory to give us every item of information we ask for, the more information you volunteer (and the more accurate it is), the better we can tailor our services for you and fulfil our obligations.

How do we use your data?

As a provider of services to individuals actively seeking employment opportunities and career management services, we may use this data for the following – these lists are to give you examples but they are not exhaustive:

- provide you with recruitment and career management services

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- provide you with information about employment opportunities
- send your information to clients to enable you to be considered for employment opportunities
- send you general information about seeking new employment and career management services which we think will be of interest and relevant to you, providing you have not objected
- enable third parties, including subcontractors, retained by us to provide recruitment and career management services to you on our behalf
- enable third parties to perform services required by our clients such as reference and verification checking services
- anticipate any problems with the services we supply to you
- carry out market research, develop our products and improve our services
- analyse, use and share aggregate statistics about service users and visitors to our site in order to describe our services to prospective partners, clients and other reputable third parties and for other lawful purposes, but these statistics will include no personally identifiable information

With whom is the information shared and disclosed?

We may disclose information about you to any of our employees or subcontractors insofar as it is reasonably necessary for the purposes of providing our services to you, as set out in this policy. We will only disclose or transfer your data to prospective employers with your prior consent.

In addition, we may disclose information about you:

- to the extent that we are required to do so by law
- if we believe that such action is necessary to protect and defend the rights, property or personal safety of Renovo, its employees, the site or visitors to the site
- in connection with any legal proceedings or prospective legal proceedings
- to the purchaser, or potential purchaser, of any business or asset which we are selling, or contemplating selling

Except as provided in this policy we will not provide your information to third parties.

Transferring your personal data outside the European Economic Area (EEA)

As part of our services offered to you through our site, the information you provide to us may be transferred to countries outside the EEA. By way of example, this may happen if any of our servers are, from time-to-time, located in a country outside the EEA or where the prospective employer for a position you are interested in is located in a country outside the EEA. These countries may not have similar data protection laws to the EEA. If we transfer your information outside the EEA in this way, service users will be asked for their authorisation and we will take steps to ensure that your privacy rights continue to be protected.

In addition, if you use our services whilst you are outside the EEA, your information may be transferred outside the EEA in order to provide you with those services.

IP addresses

We log IP addresses for analysing visitor trends and traffic on our website. This information is not passed on to third parties.

Security of Data

Renovo places great importance on the security of all personally identifiable information associated with service users. We have security measures in place to protect against loss, misuse and alteration of data. Whilst we cannot ensure or guarantee that loss, misuse or alteration of data will not occur, particularly when sending information over the internet, we use our best efforts to prevent this.

Changes to our privacy policies

We may update this policy from time-to-time. If we change our privacy policy in any way, we will post the new version on our website. You should therefore periodically check this page to ensure you are happy to continue

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giving your consent to us collecting, storing and processing the data you supply to us in line with our policy. We may also notify you of changes to our privacy policy by email if there are any significant changes to the policy.

Your rights

You have the right to request a copy of all the personal information we hold about you. Provision of such information maybe subject to a fee, as determined by the Information Commissioner's Office. You also have the right to correct any errors in that information.

You may also request not to receive details of employment opportunities and/or general information about seeking new employment and career management services.

Your request should be made to Annaleigh Marshall, Director at amarshall@renovo.uk.com, or you can write her at:

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