



Pin Point Recruitment

Privacy Notice

This **Privacy Notice** was last updated: **01 August 2023**.

This Privacy Notice (“**Notice**”) describes how **Pin Point Recruitment** may use, process, store and disclose Personal Information that we may collect about individuals, including if you register with us via our Candidate Registration process, through this website and from other sources, such as when you apply for a job through job sites such as Totaljobs, Indeed, Jobsite, and JobServe. The types of data we collect are described in the section below ‘**Your Personal Information and how we collect it**’.

We act as a controller, and we are responsible for the Personal Information we process. This Notice informs you how we protect your Personal Information and informs you about your privacy rights.

It is important that you read this Notice together with any other Privacy Notice we may provide such as the Notice contained in our Candidate Registration form and on specific occasions when we are collecting or processing your Personal Information so that you are fully aware of how and why we are using your Personal Information. This Notice supplements other Privacy Notices you may receive from us and is not intended to override them.

This website is not intended for children, and we do not knowingly collect data relating to children.

Contact Details

If you have any questions about how we use your Personal Information, contact us at: dataprivacy@pinpoint.co.uk

Your Personal Information and how we collect it

Using this Website

When you use this website, we may ask for certain Personal Information including your name and contact information (email, home address and phone number). Depending on the nature of your enquiry or activities on our website, we may also ask for your job search criteria and preferences, employment experience, salary, and other background information together with any login ID and password created by you. You can request us to send you job alerts through the website by completing your job search criteria and preferences. You can stop receiving these job alerts at any time by clicking on the unsubscribe link contained in the job alert email.

Registering as a Candidate for work finding services

We will collect your Personal Information directly from you and from other sources including when you apply for a job via a Job Board, directly through our website, from Social Media sites such as LinkedIn, Facebook and Twitter or when you provide us with your details during a job fair, promotional, networking or training event. When you ask us to provide you with work finding services, we will ask you to register as a Candidate. During our Candidate Registration process, we will collect your Personal Information directly from you, your CV, from employment and educational referees and via online tests you may perform at our request. We may disclose your Personal Information to our Clients in UK, Europe and outside the EEA for relevant job vacancies. Our clients may request additional Personal Information about you in relation to their job vacancies and requirements. Your Personal Information will be securely stored in our online candidate database.

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The categories of Personal Information we may collect include:

- your identity (your full name, previous names, evidence of change of name); gender, date of birth and marital status).
- evidence of your right to work in the UK which may include a photograph, nationality, place of birth, birth certificate, driving licence, etc (in accordance with Home Office requirements).
- contact details including your email, home address and phone numbers so that we can contact you by email and text message.
- bank account and national insurance number.
- your job search criteria, preferences and expectations.
- your qualifications, skills, experience and training.
- current and desired remuneration/payrate and other benefits.
- educational history.
- employment history.
- details of employment or educational referees.
- references.
- details of disabilities (where provided by you and if it is relevant).
- unspent criminal / motoring convictions, court proceedings and pending court proceedings relating to an offence committed or alleged to have been committed by you.
- other information contained in your CV or that you choose to provide to us.
- technical data including internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website. We may also receive technical data about you if you visit other websites employing our cookies.
- profile data including your username and password, your interests, preferences, feedback and customer survey responses.
- usage data including information about how you use our website and services.
- marketing and communications data including your marketing and communication preferences.

To provide you with work finding services our recruitment consultants will send you job alert emails matching your job search criteria and preferences. From time to time, you may also receive job alerts which our consultants consider you may find interesting.

You can stop receiving these job alerts at any time by clicking on the unsubscribe link contained in the job alert email.

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Applicants for Employed Roles

If you are applying for a role as our employee, we will collect Personal Information from you via your CV, referees, professional and educational organisations and other sources. We will process your Personal Information for the purposes of administering the application, managing the internal hiring process and assessing your suitability. We will store your Personal Information securely in our confidential online CRM database. Your Personal Information cannot be viewed or accessed by anyone except for members of HR and Talent Acquisition in the UK, Europe and the US and other staff if they are connected to the hiring process, such as interviewing, assessing your suitability for the role you have applied for and communicating with you. We do not share our CRM database with any group companies, and we will take steps to ensure that your Personal Information is adequately protected, secure and kept confidential. If we engage a third party to provide pre-employment screening services or testing, we will ensure that access is limited to the Personal Information that is compatible with those services and the service provider is contractually obliged to comply with applicable data privacy laws, confidentiality and provide adequate safeguards to keep your Personal Information secure until it is deleted or anonymised.

By applying for employment with us, you consent to us processing your Personal Information for these purposes. You have the right to withdraw your consent at any time. If you withdraw your consent, we will not be able to continue with your application.

If your employment application is unsuccessful, we will retain your Personal Information on our CRM database for a period of 12 months for the purposes of evidencing that we have conducted the recruitment process in a fair and transparent way and have not discriminated against applicants on prohibited grounds. At the end of the retention period, your Personal Information will be automatically deleted. Occasionally we may ask if you would like us to retain your CV data if we consider that you may be suitable for future roles. We will only do this with your consent.

Special Categories of Personal Information

Details about your health, unspent criminal or motoring convictions, court proceedings, or any pending proceedings relating to an offence committed or alleged to have been committed by you is only processed if it is relevant (for example to enable us to assess whether these present grounds for not taking your candidate registration or job application further) and in accordance with the restrictions imposed by law. We may be obliged to disclose unspent convictions and criminal proceedings to our clients so that they can determine if these are relevant to your suitability for a role within their organisation. This information will be retained for no longer than necessary before being deleted.

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Our Clients and Suppliers

If you are a client or supplier or a potential client or supplier, of goods and services we will collect and process information about individuals in your organisation. We may enter the individual's name and business email address into our database as a designated corporate point of contact for that organisation, together with the individual's other business contact data. Usually, the only Personal Information we process about a corporate contact is the individual's name for the purposes of contacting the organisation in relation to our services and authorising time sheets or the supplier as a recipient of the supplier's goods and services. If the individual corporate point of contact is also a registered candidate, we may be processing additional Personal Information for work finding and other purposes as described in this Notice. The source of a corporate point of contact may be the individual themselves, or their name and business details may be provided to us by a member of their HR or Procurement department or another hiring manager or existing business contact or a candidate we have placed at the organisation. We may also obtain these details from websites, social media and other sources. We may send business to business email marketing to corporate points of contact. An individual corporate point of contact can ask us at any time to stop sending business marketing emails to their business email address by contacting: dataprivacy@pin-point.co.uk

How we use your Personal Information

We use, process, store and disclose your Personal Information and other data we collect including during our Candidate Registration process, to provide you with work finding services including sending you job alerts through this website and by email, temporary assignments, project related work and permanent and fixed term contract placements in finance, accounting, technology, administrative, legal, marketing and other related roles, employment opportunities and career-related information. We will process your Personal Information in accordance with our candidate contract (provided during our candidate registration process) applicable to the type of work you are seeking, and we will disclose your Personal Information to our Clients in relation to their job vacancies. We will also process your Personal Information for other legitimate business purposes such as producing statistics, analysing how successful our marketing campaigns are, the number of visitors to our website and complying with other contractual, legal and regulatory obligations and duties. If you provide us with information about 3rd parties, we will assume that the 3rd party in question has given you permission to do so and to collecting, processing and transferring their Personal Information to the same extent as yours.

Currently we do not use automated decision-making technologies to make final or conclusive decisions about you and a member of our staff will always be involved in the provision of working finding services.

Change of Purpose

We will only use your Personal Information for the purposes for which we collected it (e.g. the provision of work finding services if you are a candidate or to consider you for employment if you are a job applicant), unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your Personal Information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your Personal Information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

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Keeping your Personal Information Secure

We have put in place appropriate security measures to prevent your Personal Information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your Personal Information to those employees, agents, contractors and other third parties who have a business need to do so.

We have put in place procedures to deal with any suspected Personal Information breaches, and we will notify you and the applicable supervisory authority of a breach where we are legally required to do so.

How long we Retain your Personal Information

Pin Point Recruitment will retain your Personal Information for as long as necessary to fulfil the purposes that we collected it for. This means we will keep your Personal Information throughout the period of your relationship with us and whilst we are providing you with work finding services.

If you no longer wish to receive our services, you can request us to delete your Personal Information from our Candidate database. When we have deleted your data, we may retain your name and email address on our suppression list and subject to the services we have provided, continue to retain some of your Personal Information for our legitimate business purposes described below.

We are required by law to keep basic information about our Candidates, Clients and customers (including contracts, evidence of identity, and right to work in the UK, financial and transaction data) for up to 7 years from when our relationship ends, for legal, compliance and tax purposes.

Where there is no retention period stated in law, we determine the appropriate retention period for Personal Information by considering the amount, nature, and sensitivity of the Personal Information, the potential risk of harm from unauthorised use or disclosure of the data, the purposes for which we process it and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your Personal Information (so that it can no longer be associated with you, and we cannot identify you). We do this for research or statistical purposes in which case we may use this anonymised data indefinitely without further notice to you.

You can request more details of the retention periods applicable to your Personal Information by contacting us at: dataprivacy@pin-point.co.uk.

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Your Legal Rights

You have the right at any time to:

Make a **Data Subject Access Request** to access your Personal Information. This enables you to receive a copy of the Personal Information we hold about you and to check that we are lawfully processing it.

Request correction of the Personal Information that we hold about you. This enables you to have any incomplete or inaccurate Personal Information we hold about you corrected, although we may need to verify the accuracy of the new data you provide to us.

Request erasure / deletion / removal of your Personal Information. This enables you to ask us to delete or remove your Personal Information where we do not have a valid reason to continue to process it. You also have the right to ask us to delete or remove your Personal Information where you have successfully exercised your right to object to processing, where we may have processed your information unlawfully or where we are required to erase your Personal Information to comply with local law. Please Note: we may not always be able to comply with your request for erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your Personal Information where we are relying on a legitimate interest (or those of a 3rd party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your Personal Information for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your Personal Information. This enables you to ask us to suspend the processing of your Personal Information in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to process it.

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Data Portability / Request the transfer of your Personal Information to you or directly to another controller. This right only applies to automated information which you initially provided consent for us to use or where we used the Personal Information to perform a contract with you. We will (unless there is an exemption) assist you by securely transferring your Personal Information directly to another controller where technically feasible or by providing you with a copy in a structured commonly used machine-readable format. The data we can provide is:

Report Title	Candidate Information	Objects
Personal Details	Full name, address, phone number, e-mail (business/personal), nationality, place of birth, birthdate, gender. Online presence URLs. Emergency contact name and phone.	Contact People Address Phone Online Presence
Eligibility Details	National ID, tax information. Work visa / passport details. Full name, business phone number and company name of job references.	Contact Candidate Country Eligibility
Education and Skills	Skills and skill test results. Education certifications and qualifications with dates. Industries worked in.	Contact Candidate Skills
Work History	Work history (employer, job title/function, employment dates, remuneration).	Contact Candidate Employment History
Job Placement/role	Job placement /employment (company, job title/function, start date, end date, compensation/pay rates, worksite addresses).	Contact Job Order Company Address

Withdraw consent at any time where we are relying on your consent to process your Personal Information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.



We want to ensure we keep your Personal Information accurate and up to date. In addition to your legal rights, you may ask us to make changes or request a copy of your Personal Information informally, by contacting your local Robert Half branch.

Additional Information, Response Times and Fees

We may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Information (or to exercise any of your other rights or when you make an informal request). This is a security measure to ensure that Personal Information is not disclosed to any person other than the individual who has the right to receive it. We may also contact you to ask you for further information in relation to your request to help us locate your data and to speed up our response.

We try to respond to all legitimate requests within one month. It may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You will not have to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your request is unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

The Legal Basis for processing your Personal Information

We have set out a brief description of main ways we will collect, store, process, share and disclose your Personal Information and the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

We will only use your Personal information when the law allows us to. Most commonly, we will use your Personal information in the following circumstances:

- to fulfil a contract, we are about to enter into or have entered into with you.
- where it is in our legitimate interests.
- when it is our legal or regulatory duty; and
- when you consent.

A legitimate interest is when we have a business or commercial reason to use your information in conducting and managing our business. We will consider and balance any potential impact on you and your legal rights when we process your Personal Information for our legitimate interests. We do not use your Personal Information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required for compliance with a legal or regulatory obligation or permitted to by law).

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Marketing Messages

We will ask you for consent to send your direct marketing communications via email. However, where we are providing you with work finding services, you will receive email marketing communications from us even if you have not given us consent as we rely on the 'soft opt in' form of consent.

You may receive marketing communications from us if you provided us with your details when you entered a competition or registered with us at a job fair, promotional or networking event or attended a training course and you have given us consent to send you marketing. If you give us consent, we may also use your identity, contact details, technical data, usage data and profile data to form a view and decide which services may of interest or relevant for you.

We have established an email preference centre where you can view and make decisions about your email marketing preferences and opt out of receiving email marketing from us at any time.

You have the right to withdraw your consent to marketing at any time by:

- visiting our website and checking or unchecking the relevant box to change your email marketing preference.
- following the opt out links contained in our marketing email messages.
- following the opt out process described in our text marketing messages; or
- sending an email with **"UNSUBSCRIBE ME"** in the subject field to: marketing@pin-point.co.uk

Opting out of receiving marketing messages does not apply to:

- Personal Information that you have provided to us as a result of your request for work finding services.
- Personal Information that you have provided to us in connection with the performance of a contract between us.
- Job alerts sent to you through the website in response to your request to receive specific job details. You can select your preferences in the Job Search section, and you can stop receiving these alerts at any time by clicking on the unsubscribe link within the job alert email; and
- Job alert emails which you will receive from our recruitment consultants which match your job search criteria confirmed with you during our Candidate Registration process. If you no longer wish to receive working finding services, please contact us at: dataprivacy@pin-point.co.uk

We will never sell or disclose your Personal Information to any 3rd parties to use for marketing.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

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Links to other websites

Our website may include links to 3rd party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these 3rd party websites and are not responsible for their privacy statements.

Customer Feedback and Complaints

If you would like to share your experience of working with us, whether it's to tell us if our staff were great and found you work or if something isn't quite right, we want to hear about it.

You can provide feedback to your contact in your local Pin Point Recruitment branch, or their manager. If you are not entirely satisfied with a response you have received, you can put your concerns in an email, outlining the issues, your desired outcome, and any other information you believe is relevant and send it to: Stephen Hall at Stephen.hall@pin-point.co.uk

You have the right to make a complaint at any time to the UK supervisory authority for data protection issues, the Information Commissioner's Office (ICO), (<https://www.ico.org.uk>). We would ask you to provide us with the opportunity to discuss your concerns with you before you contact the ICO:

- If you have any questions about how we use your Personal Information, contact us at: dataprivacy@pin-point.co.uk.

Changes to this Privacy Notice

If we change this Privacy Notice we will post any updates here for your review. If we change material terms, we will provide notice of the revised Privacy Notice for 30 days on our home page at www.pin-point.co.uk with a link back to this page.

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