select
RECRUITMENT

Privacy Statement

Privacy and confidentiality are key pillars of our business and your privacy is very important to us. Our approach to business is 'candidate first', which includes taking care of the information that we hold about you.

To ensure our approach to privacy easy to understand, this page sets out a summary of our Privacy Policy. Our full Privacy Policy can be accessed here. It is important that you read the full Privacy Policy.

Collection

We may ask you to provide certain personal information to help us give you the best service that we can and enable us to manage the application process for employment and any period of employment with us.

The personal information we may collect about you includes:

- Contact information
- Identity information
- Payment information
- Medical information
- Education and qualification information
- Work history

We also conduct pre-employment checks, which means we may obtain your information from third parties – we will let you know when we do this.

Use

We collect your information so we can use it to provide you with our services. We may use your personal information to:

- Assess your suitability for an assignment or role with us
- Provide you with information about job vacancies
- Contact you about your application and any assignments with us
- Improve our products and services and conduct market and business analysis
- Keep you informed about our services and tell you about our promotions
- Provide you with news and events
- Comply with any legal obligations

Disclosure

We may need to disclose your personal information to other organisations from time to time. Those organisations include:

- Our clients if we are putting you forward for a job
- Our related companies, particularly where our related companies use shared services (for example payroll, IT support, marketing, finance etc.)
- Our service providers
- Third parties to conduct pre-employment checks
- Courts, tribunals, and regulatory authorities

If we need to disclose your personal information for any other reasons, we will explain why we need it and ask for your permission first.

Access, correction and retention

You are entitled to access your personal information, and to request that we amend that information if it is incorrect.

There are some exceptions to this. For example, if somebody provides us a reference in confidence, we are not able to disclose that to you even though it contains your personal information.

We will only retain your personal information for as long as it is required to achieve the purposes set out in our Privacy Policy. We will review all information that we hold regularly to determine whether it is necessary to retain.