



## PRIVACY POLICY

This privacy policy sets out how KBC Associates Ltd uses and protects any information that you provide us with via our website and through our candidate search service.

We collect and process personal data relating to employees to manage the employment relationship.

We are committed to being transparent about how we collect and use data and to meet our data protection obligations.

We are committed to protecting the privacy of our candidates, clients and users of our website, providing a safe and secure service. We will ensure that any information you submit to us via our website, office or emails is only used for the purposes set out in this policy.

### **What information does KBC Associates Ltd collect?**

We collect and process a range of information about you.

#### **Candidates:**

We may collect the following information:

- Your name, address and contact details, including email address and telephone number, date of birth and gender;
- The terms and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- Information about your nationality and entitlement to work in the UK;
- Information about your criminal record
- Information about your marital status, next of kin, dependants and emergency contacts.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

We will collect this information in a variety of ways. For example, data might be collected through CVs or resumes, application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your employment; from correspondence with you; or through interviews, meetings or other assessments.

We may also collect personal data about you from third parties such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal record checks permitted by law.

#### **Why does KBC Associates Ltd process personal data?**

We will need to process data to ensure that we are complying with legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take period of leave when they are entitled.

We require this information to understand your needs and provide you with an excellent service, particularly for the following reasons:

- Maintain accurate and up-to-date employment records and contact details including details of who to contact in the event of an emergency, and records of employee contractual and statutory rights;
- To provide our services to you;
- Sourcing relevant job opportunities for you;
- Forwarding your CV (anonymised) to clients who we feel may be interested in your services;
- Inform you of relevant job opportunities according to your requirements;
- Internal record keeping;
- We may use the information to improve our products and services;
- We may also use your information to contact you for market research purposes. We may contact you via email, phone, fax or mail. We may use the information to amend the website according to your interests.

#### **Employers**

We may collect the following information:

- Name and job title
- Contact information including email address and telephone number
- Various information about the company you work for (address, telephone number, customer base etc.)
- Demographic information such as postcode, preferences and interests.
- Other relevant information providing you and your company with recruitment services

We require this information to understand your needs and provide you with a better service for the following reasons:

- Finding you relevant candidates
- To inform you of good candidates when they become available and we believe will be of interest to you.
- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional email about new products, special offers or other relevant information you may find interesting using the email address which you have provided.
- We may use your information from time to time to contact you for market research purposes.
- We may contact you by email, phone, fax and email

We may use the information to customise our website according to your interests

**How does KBC Associates Ltd protect data?**

KBC Associates Ltd takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

**How long does KBC Associates Ltd keep data?**

We will hold your personal data on our secure database for a min of 3 years unless we are instructed by the candidate or client to remove it. When asked to remove the file it will permanently be removed from the database.

**Your Rights:**

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request;
- Require KBC Associates Ltd to change incorrect or incomplete data;
- Require KBC Associates Ltd to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact:

Keith Baptista  
KBC Associates Ltd  
Suite 206, Collingham House  
10-12 Gladstone Road  
Wimbledon  
SW19 1QT

If you believe that **KBC Associates Ltd** has not complied with your data protection rights, you can complain to the Information Commissioner.

**Controlling your personal information:**

You may choose to restrict the collection or use of your personal information in the following ways:

If you have previously agreed to us using your personal information for direct marketing purpose you may change your mind at any time by writing or emailing us at [keith@kbcassociates.co.uk](mailto:keith@kbcassociates.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

We will continue to hold your data with the view to providing future services to you. You may request details of personal information which we hold about you under the Data protection act 1998. A small fee will be payable. If you would like a copy of the information held on you, please email us at [keith@kbcassociates.co.uk](mailto:keith@kbcassociates.co.uk)

### **Equal Opportunities**

We are an equal opportunities employer and a company committed to diversity. All job applicants and members of staff will receive equal treatment and we will not discriminate on grounds of gender, race, ethnic origin, colour, marital status, nationally, national origin, disability, sexually orientation, religion or age.

We may occasionally use information provided by you for the purposes of diversity monitoring as part of our commitment to equal opportunities. This information will be used on an entirely anonymous basis.

### **Contact**

If you believe that any information we are holding on you is incorrect or incomplete, please write to us at the below address or email [keith@kbcassociates.co.uk](mailto:keith@kbcassociates.co.uk)

Keith Baptista  
KBC Associates Ltd  
Suite 206, Collingham House  
10-12 Gladstone Road  
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