



**P.J Staffing Ltd**  
**Privacy Policy**  
**Date: 14-01-2025**

P.J Staffing Ltd (“COMPANY”) are a recruitment business who provide work-finding services to clients and work-seekers. P.J Staffing Ltd must process personal data (including sensitive personal data) so that it can provide these services – in doing so; we act as a data controller.

The information we collect depends on who you are and your level of interaction with us.

At P.J Staffing, protecting your privacy is very important to us. Our goal is to treat the personal information you provide to us with the utmost respect, and in accordance with this Privacy Policy. This Privacy Policy explains how personal information about you may be collected, used, or disclosed as a consequence of your activities on this Site. We urge you to read it carefully. By accessing, using and/or downloading materials from or sending or posting materials to, this Site, you agree on your own behalf and on behalf of each entity on whose behalf you act, to the terms of this Privacy Policy and to the practices for the collection, use or disclosure of your personal information as described here.

Please note that this Site is also governed by our Terms and Conditions. We urge you to review the Terms and Conditions before proceeding further on this Site.

### **What information do we collect?**

**CANDIDATE DATA:** We only ask for details that will genuinely help us to help you, such as your name, age, contact details, education details, employment history, emergency contacts, immigration status, financial information (where we need to carry out financial background checks). Where appropriate and in accordance with local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal convictions.

**CLIENT DATA:** We need to collect and use information about you, or individuals at your organisation, in the course of providing you services such as finding candidates who are the right fit for you or your organisation.

The data we collect about our clients is actually very limited. We generally only need to have your contact details or the details of individual contacts at your organisation (such as their names, telephone numbers and email addresses) to enable us to ensure that our relationship runs smoothly. We may also hold extra information that someone in your organisation has chosen to tell us.

**SUPPLIER DATA:** We need a small amount of information from our Suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide, if this is part of the contractual arrangements between us.

**WEBSITE USERS:** We collect a limited amount of data from our Website Users which we use to help



us to improve your experience when manage the services we

using our website and to help us

provide. This includes information such as how you use our website, the frequency with which you access our website, and the times that our website is most popular.

### **How do we collect personal data?**

**CANDIDATE DATA:** Unless you have given us explicit consent, we process your information as a candidate under 'legitimate interest', in compliance with the General Data Protection Regulations. This means that we have a clear business interest in processing and storing your data. In practice, this means that we have recently seen that you are looking for a new position, and as recruiters deem it appropriate to store your information in order to help you with your search.

There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties (e.g. social media, job boards).

As part of the services we provide, you may choose to provide us with your CV, to be viewed by our consultants and staff members who access this Website. In addition to the provisions of this Privacy Policy, the collection, use and distribution of your CV is governed by the Terms & Conditions.

**CLIENT DATA:** There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties (e.g. our Candidates) and other limited sources (e.g. online and offline media).

**SUPPLIER DATA:** We collect your personal data during the course of our work with you.

### **How do we use your personal data?**

**CANDIDATE DATA:** The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service. Where appropriate and in accordance with local laws and requirements, we may also use your personal data for things like marketing, profiling and diversity monitoring. Where appropriate, we will seek your consent to undertake some of these activities.

**CLIENT DATA:** The main reason for using information about clients is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. This may involve identifying candidates who we think will be the right fit for you or your organisation.

**SUPPLIER DATA:** The main reasons for using your personal data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements.

Information gathered through cookies and similar technologies are used to measure and analyse



information on visits to our websites, better for visitors and to improve the data to identify you personally or to make any decisions about you.

to tailor the websites to make them technical performance. We will not use

### **Who do we share your personal data with?**

**CANDIDATE DATA:** Primarily we will share your information with prospective employers to increase your chances of securing the job you want.

**CLIENT DATA:** We will share your data primarily to ensure that we provide you with a suitable pool of candidates.

### **Marketing**

If you become a candidate, client or supplier of P.J Staffing Ltd, we may use your personal information to send you information that we think may be of interest to you or your business. This is within our legitimate interests as a recruitment company to use your information in this way.

If you do not wish to receive any direct marketing material or communications after you submit or provide your details, please contact us using the details below (stating UNSUBSCRIBE in the heading of any email message) indicating if you do not wish to be contacted for one or more of these marketing purposes and/or via particular forms of communication e.g. email or telephone. Please note that the preferences that you state will override any registrations you or your organisation may have with the relevant preference organisations.

If you change your mind about being contacted by us in the future, or change address, or if any information that we hold about you is inaccurate or out-of-date, please let us know by emailing or writing to us. We may need to check your identity before amending your information.

### **How do we safeguard your personal data?**

Some of the information you provide to us will be held on our computers in the UK and will only be accessed by or given to our staff working in the UK. Some of the information you provide to us may be transferred to, stored and processed by third party organisations which process data for us and on our behalf. These third parties may be based (or store or process information) in the UK or elsewhere including outside of the EEA.

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

### **How long do we keep your personal data for?**

Once your data is on our database, we will hold your data for a period of *5 years*. If we have no record of a positive interaction with you or your company (email, phone call, job application, etc.), we will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it (for example, because of our obligations to tax authorities).



We maintain the right to hold information about specific individuals for longer than the standard 5 years.

If we have stored financial information about you, we will hold on to your details for ten years. If we have placed you in a role, we will hold on to your information for ten years. This ensures

information about specific individuals. If we have stored financial information

about you, we will hold on to your details for ten years. If we have placed you in a role, we will hold

on to your information for ten years. This ensures

that we can effectively monitor our placements and our business relationships.

### **Information security**

P.J Staffing Ltd has in place administrative, technical and physical measures on our website and internally designed to guard against and minimise the risk of loss, misuse, unauthorised access or disclosure, alteration, or destruction. Only employees who need the information to perform a specific job are granted access to your information.

Where we transfer information to third parties to enable them to process it on our behalf, we ensure that the providers meet or exceed the relevant legal or regulatory requirements for transferring data to them and keeping it secure.

We will also ensure that where information is transferred to a country or international organisation outside of the UK/EEA, we will comply with the relevant legal rules governing such transfers.

### **How can you access, amend or take back the personal data that you have given to us?**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data P.J Staffing Ltd processes on you;
- The right of access to the personal data P.J Staffing Ltd processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right to request that we provide information you have given us to a third party provider of our services (where lawful basis for processing is consent and where processing is automated);
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to P.J Staffing Ltd processing your personal data you have the right to withdraw that consent at any time by contacting the details below. At any time, you have the right to request we cease processing your data, and to request we erase your data.

We will respond to your request (including providing information on whether the rights apply in the particular circumstances) within the applicable statutory time period. If we are not sure of your identity, we may require you to provide further information in order for us to confirm who you are.

### **Changes to this policy**

We may make changes to this policy from time to time as our business and internal practices and/or



applicable laws change. We will not information that is inconsistent with collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by applicable law.

make any use of your personal the original purpose(s) for which it was

Please note: if you wish to no longer be contacted by us, we may recommend that you simply express the option to be put as 'do not contact' on our database, rather than full erasure. This ensures that you will not be contacted by us for 5 years. Anonymisation or erasure may mean that you will be contacted if data re-appears on a job board.

### **Third parties:**

By the nature of our work, we share candidate information with clients, and vice versa. If you do not agree to this then we cannot represent you effectively. We ensure that our clients are happy with this data protection policy, and that our clients have a similar policy in place.

We do not sell any information to third parties.

### **How to contact us**

If you would like to get in touch to discuss this policy, how we use your personal information, to exercise your rights or to provide feedback or make a complaint about use of your information, please contact us as follows:

NAME: Paul Evans  
COMPANY P.J Staffing LTD  
ADDRESS First Floor, 7 Park Place, Leeds, LS1 2RU  
Email: paul.evans@pjstaffing.co.uk  
Tel: 0113 450 8505

You can also contact the Information Commissioner's Office via <https://ico.org.uk/> or on 0303 123 1113 for information, advice or to make a complaint.

### **Cookies**

Cookies, also known as browsers or tracking cookies, are small text files that are added to your computer when you visit a website. They help websites to perform certain functions e.g. to know who you are if you log into a restricted part of a website, for shopping carts, and for tracking purposes.

We use cookies on our website.

### **Manage cookies**

Shortly after arriving at our website we will add an 'opt-in' tracking cookie to your computer unless you specify otherwise. If you would like to opt-in or opt-out of using cookies then you can do so by using your cookie settings. You can review your cookie settings at any time.



If you do opt-out then an opt-out preference cookie will be added to your computer, however if you delete all your cookies or use a different device then you will need to set your cookie preference again.

If this is your first visit and you navigate away from this website page without specifying your cookies

preference then an 'opt-in' tracking cookie will be added to your computer.

Please note that you cannot opt-out of the deployment of cookies that are necessary for delivery of our website or services to visitors.