

DATA PROTECTION POLICY

Statement

In accordance with the General Data Protection Regulation (GDPR). We have implemented this privacy notice to inform you, as prospective employees of ZR Recruits

What is General Data Protection Regulations?

1. Is a European Union law, GDPR governs the way in which we can use, process, and store personal data.

Collecting Data

2. You provide several pieces of data to us directly during the recruitment process.

Lawful Basis

3. It is a legal requirement for the business to carry out Right to Work checks via an IDVT.

Types of data

- a. Personal details such as name, address, phone number, email address
- b. Names and contact number of your next of kin.
- c. Your Photograph
- d. Your Gender
- e. Information of any disability you have or other medical information:
- f. Passport
- g. Share code if required.
- h. Proof of your address
- i. National Insurance Number
- j. Information on your race and religion for equality monitoring purposes
- k. References from former employers
- l. Details on your education and employment history etc
- m. Driving Licenses
- n. Criminal Convictions
- o. Bank Details

Failure to provide data.

4. Will mean we are unable offer you any form of employment.

Who we share your data with

5. Employees and suppliers

Protecting your data

6. Multi-factor authentication

Retention Period

7. Successful candidates - data is held for as long as we need it.
8. Unsuccessful candidates - 14day

Your Rights

9. Access to the data we hold for you.
10. To have the data deleted
11. Unrestricted rights to withdraw consent at any time.

If you think your data rights have been breached, please raise a formal complaint by emailing zoe.russell@zrrecruitsltd.co.uk