



PRIVACY

In line with the GDPR requirements this Privacy policy provides you with more detail on how we use and store your data, as well as how to access it. Simply, we want to reassure you that your personal data is safe and secure, and we will not share it with any third parties without your express permission. Your data is only used to provide you with the services that you expect from our company and affiliated companies or entities. We only use your data to provide you with the best service possible, whether that involves tailored job alerts or up-to-date industry information.

This is the data privacy policy is from HR Inc Limited the company that runs People Squad brand. HR Inc Limited is registered in England and Wales: No. 07672975 Registered office: Kiln Cottage, Hill View Road, Michelmersh, SO51 ONN.

This policy sets out how HR Inc Limited collects, stores and uses Personal Information and/or other Confidential information including information about clients, candidates, employees and suppliers. We take data protection very seriously, and we want to tell you about your rights and our guarantees to you in regard to the processing and control of your personal data. Please feel free to read the information provided at www.knowyourprivacyrights.org if you're unclear about your rights.

INFORMATION COLLECTION AND USE

JOB APPLICANT / REGISTERED CANDIDATE:

WHAT WE COLLECT

If you apply for a job or register on our website (www.peoplesquad.co.uk), we may keep your Personal data* for up to 2 years in case we want to contact you at a later date.

This includes the storage and use of your contact details, copies of your job application, curriculum vitae and covering letter, as well as any references provided or obtained, for the purposes of processing your application and for general recruitment and selection purposes. Examples of data stored but not limited to, include name, address, email address and any other information you provide in writing or verbally.

From time to time and where appropriate and in accordance to local laws, we may request from you protected characteristics data, such as race, marital status, health or any criminal convictions. Such information will be collated and anonymised.

In order to provide the best services possible to you as a candidate we believe these uses of your data to be necessary for our legitimate interests as an organisation providing these services to you.

HOW IS DATA COLLECTED?

We may receive your data from various sources as listed below:

- Where you contact us freely verbally, in writing or through interaction with our website or through networking
- Where we contact you in writing or through interaction with our website as well as business development strategies conducted by our consultants
- Recruitment agencies and online recruitment sites
- From third party market research, such as information publicly available on social media (e.g. LinkedIn), physical events and references from other candidates or colleagues.

The information will be stored on HR Inc Limited's computer system and online document storage which is accessed by our staff. We will only record information provided by you which we consider is relevant to assist our processes.



HOW WE USE YOUR DATA:

We may store and use your data, only with your express consent to provide to potential clients in order to provide you with an opportunity of an assignment.

If you are placed on assignment through us, we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your assignment. After your assignment has ended, we will keep your file for six years to comply with statutory obligations, namely The Conduct of Employment Agencies and Employment Business Regulations 2003.

We may also provide information to third party service providers who access information on our behalf in order to execute our Standard Operating Processes. Examples of third party suppliers are IT services, email distributors and customer services.

OTHER INFORMATION PROVIDED BY CANDIDATES

If you provide us with information about other individuals, it is your responsibility to ensure you have their permission to provide us with their details.

REMOVAL OF PERSONAL DATA

If at any time you wish for your personal data to be removed from our database, please contact us at cv@peoplesquad.co.uk.

CLIENT INFORMATION

WHAT WE COLLECT

We may collect, store and use your personal and/or professional contact details for the purpose of contacting and corresponding with you with regards to our services, as well as the contact details for any organisation that you represent. We deem these uses of your data to be necessary for our legitimate interests as an organisation providing various recruitment and consultancy services to you.

HOW IS DATA COLLECTED?

We may receive your data from various sources as listed below:

- Where you contact us freely verbally, in writing or through interaction with our website or through networking
- Where we contact you in writing or through interaction with our website as well as business development strategies conducted by our consultants
- From third party market research such as information publicly available on social media (e.g. LinkedIn), physical events and references from colleagues.

HOW DATA IS STORED

The information will be stored on HR Inc Limited's computer system which is accessed by staff/employees. We will only record information provided by you which we consider is relevant to assist in our Standard Operating Processes.

HOW WE USE CLIENT DATA

We may store and use your data, for recruitment activities, to record conversations and meetings and/or to marketing our services to you. If we have engaged with you and provided assignments and/or any scope of works we will keep your file and details of such services executed for six years to comply with statutory obligations.

OTHER INFORMATION PROVIDED BY CANDIDATES



If you provide us with information about other individuals, it is your responsibility to ensure you have their permission to provide us with their details. An example of this scenario would be you imparting personal information relating to an individual in acting as a referee.

REMOVAL OF PERSONAL DATA

If at any time you wish for your personal data to be removed from our database, please contact us at info@peoplesquad.co.uk

WEBSITE VISITORS

- Tracking information is automatically collected about every visitor to the website. Your IP addresses are used for administration purposes, in line with customary practices, to identify where visitors are accessing the website from and to provide personalised content based on geography and other demographics, and to aggregate data about users' browsing activities in order to improve the user experience on the website.
- You can specify your contact preferences when registering online to only receive relevant communications from us.
- We will not disclose any information we keep about visitors to any third party without written consent except where required by law.
- The collection and processing of personal data necessarily involves the transmission of data on an international basis. Clients, candidates and visitors therefore acknowledge and agree to our processing of personal data in this way.
- Information on our cookie policy is available on our website.

MARKETING COMMUNICATIONS (CANDIDATES AND CLIENTS)

What to expect if you've signed up via a data capture form or a pop-up:

- You may receive a monthly newsletter with the latest insights, events invitations and other thought leadership.
- We will always use an unsubscribe option for our marketing communications.
- If you require assistance or have any issues, please don't hesitate to contact us on info@peoplesquad.co.uk.
- We may use your contact information to send you updates, job alerts, thought leadership, events, and/or other information about us and the services that we provide.
- We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself.
- If you believe your data is not correct or you are receiving communication you're no longer interested in, please contact us on info@peoplesquad.co.uk and we will resolve it.

SUPPLIERS

- We may collect, store and use your personal and/or professional contact details for the purpose of contacting and corresponding with you, as well as the contact details for any organisation that you represent.
- We may also hold confidential details about any services that you may supply to us, as well as your bank account and/or other payment details in order to pay your fees and comply with statutory obligations.

EMPLOYEE

- If we employ you, we collect information about you and your work from time to time throughout the period of your employment.
- This information will be used only for purposes directly relevant to your employment. After your employment has ended, we will keep your file for six years to comply with statutory obligations.



OTHER

- The business research efforts may involve the sourcing of data on data subjects from third party and/or public domains e.g. Websites, Job and social media. This is to ensure that as a specialist recruitment business we remain up to date within the market changes and the movements of professionals.
- Data subjects will be informed of any such data stored.
- We deem these uses of data to be necessary for our legitimate interests as an organisation providing various recruitment and consultancy services.

RETENTION PERIOD FOR PERSONAL DATA

Unless otherwise specified in this privacy policy, we keep your personal information only for as long as required by us:

- to provide you with the services you have requested;
- to comply with other laws, including for the period demanded by our tax authorities;
- to support a claim or defence in court.

PERSONAL AND CONFIDENTIAL INFORMATION SECURITY

Personal and Confidential Information may be processed manually or by automated methods.

We have in place security measures to protect your Information against unauthorised or unlawful use, and against accidental loss, damage or destruction. We put in place strict confidentiality agreements (including data protection obligations) with our third-party service providers.

ACCESSING YOUR DATA

1. At any time, you may update your information that we hold about you, by contacting us on info@peoplesquad.co.uk. Please note it can take up to 30 days to process the request, for a full information request, but we will try to respond to you as soon as possible.
2. You have the right to object to HR Inc Limited using your data even if it is based on our legitimate interests, the exercise of official authority, direct marketing (including data aggregation), and processing for the purposeless of statistics. If you wish to object please contact info@peoplesquad.co.uk.
3. When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office.

UPDATES TO THIS POLICY

This Policy was last updated in January 2020. Our policy complies with UK law including that required by the EU General Data Protection Regulation (GDPR). Should you have any questions regarding this policy or anything related to the processing of personal data, please contact info@peoplesquad.co.uk. This policy will be updated from time to time as necessary.

TERMINOLOGY

- **Candidates**
Includes individuals that have registered with the Group having supplied personal information including their CV and applicants for all roles advertised or promoted by HR Inc Limited or People Squad
- **Clients**
Customers that HR Inc Limited and People Squad provide services to.



- **Employee**
This includes staff engaged directly with HR Inc Limited. This does not include candidates that are placed to supply services to clients - see 'candidates'.
- **People Squad**
A brand of HR Inc Limited specialising in delivering people programmes, resourcing and special confidential services.
- **Personal data**
Data relating to an individual who can be identified from such data and from information which is collated by HR Inc Limited.
- **Standard Operating Processes**
Any process conducted by HR Inc Limited to gaining assignments, delivering assignments and contracts and administrative duties during and after delivery.
- **Suppliers**
An organisation or individual that provides a service to HR Inc Limited. This includes but is not partnerships and companies including sole traders, independent contractors and freelance workers.
- **Website visitor**
Any individual who accesses any of the HR Inc Limited websites including Peoplesquad.co.uk