

Privacy Policy

Our privacy policy is written to make simple and straightforward guarantees to our customers regarding the treatment of their personal data.

Our storage and collection of data is solely for the purpose of improving our service to our candidates and clients, and is undertaken in good faith and without prejudice.

This Privacy Policy is relevant to **Regulation (EU) 2016/679**:

https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

1. As a specialist recruitment business, we have a legitimate interest to keep your data and to discuss potential opportunities with you – including if you have provided your details prior to the new GDPR legislation.
2. All of our data is kept on a remotely-held and secure database (Voyager Infinity) and cloud-based storage (Drop Box Business), and all company equipment is secured and exclusively for the use of Marwood Resourcing personnel.

CANDIDATES

3. As a candidate registered with Marwood Resourcing, we will only use your personal data for the purpose that you have provided us with i.e to introduce you to suitable employers and opportunities
4. **Your personal data will not be shared without your explicit consent.** In other words, your CV will not be sent to anyone unless you know about it.
5. We may, from time to time, contact you with a newsletter, current opportunities, or market information. If you do not wish to be receive further notifications of this nature, please simply unsubscribe at the foot of the email.
6. How we collect your data:
 - a. Directly from yourself, either in person, by telephone, or via email

- b. Referrals from other candidates and clients
 - c. Applications to our advertised roles
 - d. Social media sources (such as LinkedIn, Facebook, and Twitter), and CV job boards
7. Once we have introduced you to a client (with your permission), we may share the personal data that you have provided us with to increase your chances of securing an interview or offer of employment.
8. What information we may collect: contact details, employment history, qualifications, and any other personal information that may affect your choice of employment.
9. If we have not had any contact with yourself for three years, you will be automatically removed from the database.

CLIENTS

10. As a client of Marwood Resourcing, your data will be used to allow us to fulfil our supplier obligations to you as efficiently as possible, in whatever manner has been agreed or is appropriate. All data shared with Marwood Resourcing is held in the strictest of confidence.
11. We may, from time to time, contact you with a newsletter, currently available candidates, or market trends and data. If you do not wish to be receive further notifications of this manner, please simply unsubscribe at the foot of the email.
12. How we collect your data:
- a. Directly from yourself, either in person, by telephone, or via email
 - b. Referrals from other candidates and clients
 - c. Freely available information in the public domain
 - d. Social media
 - e. Candidate CVs

COOKIES, COMPLAINTS, REQUESTING & REMOVING INFORMATION

13. As a business, we do not currently use cookies to gather information about visitors to our website.
14. You can request to see the data stored about you, or to have it removed from our database
- a. If you want to have your details removed, please get in touch immediately at info@marwoodresourcing.co.uk and we happily delete your data

Please note: if you request to have your details removed, we will still hold a record of your existence and interactions with wither ourselves or our clients. All your personal details will be removed, but your presence will still be acknowledged on our database.

- b. If you wish to make a request to see the data recorded about you, you may issue a Data Subject Access Request. We are obliged to respond to this request within one month. You will have to prove your identity.
- 15. If you have any queries whatsoever regarding your personal data, please get in touch directly at info@marwoodresourcing.co.uk. We will endeavour to solve your query immediately.

16. Complaints & Further Information

Should you wish to issue a complaint, please find the information you need at The Information Commissioner's Office.

Website: <https://ico.org.uk/make-a-complaint/>

Helpline: 0303 123 1113