

Privacy Notice

Reed Specialist Recruitment Limited (“REED”) is part of the REED Group of companies. REED acts as both a recruitment agency and a recruitment business, introducing job seekers to hirers for permanent and temporary vacancies respectively.

This document explains how we use the personal data we collect about you when you register with REED as a job seeker.

Registration for job seekers is free so there is no formal contract between us unless you are engaged as a temporary employee. In that case you will either be employed by a REED Group company or engaged as a limited company contractor, depending on your preference.

Following your registration and in order to put you forward for vacancies you are interested in, it will be necessary and in our legitimate interests to process your personal data in the manner set out below.

In certain situations we may also ask you to supply limited sensitive or special category personal data relating to criminal records or your health (“sensitive personal data”). We will only ask for sensitive personal data when it is needed to comply with a statutory obligation or to ensure that any employment rights are respected.

What information do we collect about you?

We collect personal data about you when you register with REED. That personal data is needed to provide you with the recruitment services we deliver.

That personal data includes your name, contact details, work history, employment preferences, references and the usual information contained on a CV. We will also ask for and keep copies of your CV and, where appropriate, proof of your eligibility to work in accordance with our legal obligations. If you are employed by a REED Group company we will also ask you to provide us with the information needed to ensure that you are paid appropriately.

We may also ask you if you need any reasonable adjustments to be made in connection with the recruitment process or for an application for a particular role.

Where we are legally required to do so, we may also ask you for details of any criminal offences and seek an up to date criminal records check.

If any roles you wish to apply for require us to conduct additional checks, for example credit checks or for CCJ's we will also use your personal data to perform those checks.

We will also keep details of any roles that you obtain through Reed and copies of any correspondence sent to you and to any hirer in connection with such roles.

What do we do with your personal data?

We will use your personal data to provide you with our recruitment services, to manage your account and to email or text you about our recruitment services and roles which we consider relevant to your search for work.

This includes providing that personal data (including references), and where appropriate sensitive personal data, to prospective employers, hirers and their appointed agents or processors, who will use it for processing your application, for personnel administration, additional screening checks and for inspecting our files where they are entitled to do so.

We will also use the personal data you give us, where appropriate, to provide you with access to our sick pay scheme, in order to help to ensure your health and safety at work and to comply with any relevant employment legislation.

We may also share your personal data with other REED Group companies in order to provide you with our full range of recruitment services. The companies we may share your data with are Reed Staffing Services Limited, which employs temporary employees and Reed Online Limited, which operates the website reed.co.uk. Your personal data and sensitive personal data will only be shared with those companies to the extent that it is necessary. For example, the personal data of job seekers engaged as limited company contractors will not be shared with Reed Staffing Services Limited.

Reed Benefits Scheme: If you sign up to Reed Benefits Scheme and provide us with consent to do so, we will share your personal data with our insurance companies located in Malta, Reed Insurance Limited and Reed Insurance

Brokerage Limited. The personal data categories we will share with these companies are your first name, surname, email address, payroll number, date of birth, assignment start date, gender and payment records. This data will be used by Reed Insurance Limited and Reed Insurance Brokerage Limited to provide you with the insurance and lifestyle products they offer. Reed Insurance Limited and Reed Insurance Brokerage Limited will act as data controllers in relation to the personal data we share with them.

Reed Discount Club: If you sign up to Reed Discount Club and provide us with consent to do so, we will share your personal data with the provider of this club, Reward Gateway UK Limited. The personal data categories we will share with Reward Gateway UK Limited are your first name, surname, email address and payroll number. This data will be used by Reward Gateway UK Limited to provide you with their services which include discounts on various products. Reward Gateway Limited will act as data controller in relation to the personal data we share with them.

The lawful basis for processing your personal data in relation to Reed Benefits Scheme and the Reed Discount Club is the consent you provide us if you elect to participate in these schemes. You have the right to withdraw such consent at any time. You can do this by contacting us using the details in the **Contact section** below.

We may also share your personal data with external companies retained by us to assist in providing you with our services ("third party service providers"). This includes companies which provide us with the communications services we use to send you emails and SMS messages. Where we do so, we will only share your personal data to the extent necessary and in accordance with contracts which require those organisations not to retain your personal data for any longer than needed or use it for any other purposes (including marketing).

We will keep your personal data only for as long as is necessary. Our goal is to provide you with useful recruitment services for the whole of your career. However, you retain control over your personal data and may instruct us to stop looking for work for you at any time. When instructed by you, we will

remove your records from our database unless we are required to keep it for legal reasons.

Marketing

We will only send you information which relates to our recruitment services as well as information in relation to Reed Benefits Scheme and Reed Discount Club.

You can opt out of receiving marketing communication from us at any time by using the links included in the emails you receive from us.

Data Sharing and Transfers

We do not share your personal data with third parties, except where it is necessary to do so in order to provide you with our recruitment services as described above or in order to enrol you on Reed Benefits Scheme or Reed Discount Club. If we share your personal data with any third party service providers in the course of providing you with our services, those third party service providers are required to process your data in accordance with contracts which comply with data protection legislation. If your personal data is transferred to third party service providers outside the EEA, we will ensure that suitable safeguards are in place e.g. by using approved agreements. We will provide you with details of such safeguards upon request.

Your personal data is stored on servers in the European Economic Area and it is transferred outside that area if you ask us to assist you in obtaining work outside the EEA, in which case it will be made available to the appropriate REED office overseas and to prospective employers in the relevant territories.

Access to your personal data, data portability, erasure and correction

You have the right to request a copy of the personal data that we hold about you. If you would like a copy of some or all of your personal information please email us at data.queries@reedglobal.com.

We want to make sure that your personal data is accurate and up to date, and are happy to remove or amend any information you think is inaccurate.

In relation to the personal data we process in relation to Reed Benefits Scheme and Reed

Discount Club, you have the right to receive such personal data in a structured, commonly used and machine-readable format in order to provide it to a third party organisation. We are however unable to guarantee technical compatibility with a third party organisation's systems.

You also have the right to cease receiving our services at any time and have us delete all of your personal data, unless we are in the process of responding to any complaint or we are required to keep it for legal reasons.

Changes to our Privacy Notice

We keep this document under regular review and we place any updates on this webpage. This statement was last updated on 28 February 2019.

How to contact us

Please contact us if you have any questions about this statement or information we hold about you:

by email data.queries@reedglobal.com ;

or write to us at Data Protection Officer, Reed Specialist Recruitment Limited, Academy Court, 94 Chancery Lane, London, WC2A 1DT.

You also have the right to raise any concerns about our processing of your personal data with the Office of the Information Commissioner (ICO), details of which are available at: <https://ico.org.uk>