

<b>Company Name:</b>	Orion Electrotech Ltd "Orion"
<b>Company Contact Details:</b>	Data Protection Officer – Kay Wren – 0118 9239239 Representatives: - Reading office - Paul Ridley – 0118 9239239 Aylesbury office – Claire Morton – 01296 737300
<b>Document: EQF3335</b>	Privacy Notice - when personal data is obtained from the data subject or/ via a 3 <sup>rd</sup> party
<b>Topic:</b>	Data Protection

Orion is a recruitment business / agency which provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, Orion acts as a data controller.

You may give your personal details to us directly, such as on an application or registration from/via our website, or we may collect them from another source such as a job board, social media site or referral. We must have a legal basis for processing your personal data. For the purposes of providing you with recruitment services and/or information relating to roles/services relevant to you, we will only use your personal data in accordance with the terms of this document.

***This is a living document and as our processes are developed it may change from time to time. Should the reason for processing alter then we will directly inform you, otherwise the most recent copy is available on our website.***

**1. Collection and use of personal data**

**a. Purpose of processing and legal basis**

Orion will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with recruitment services. The legal bases we rely upon to offer these services to you are:

- **Legitimate interest** – where *processing* is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the individual which require protection of *personal data*.
- **Legal obligation** – where *processing* is necessary for compliance with a legal obligation that the controller is subject to.
- **Contractual obligation** – where *processing* is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.
- **Consent** – allows you to confirm how and what information we hold for one or more specific purposes

**b. Categories of data**

**Personal data:**

- Name/contact details
- Previous work history details
- References

- Qualifications
- Employment History
- Contact history and progress

**Sensitive personal data**

- Disability information in order to arrange for access
- Criminal conviction information as required by industry regulations
- Identification (for Right to Work in the UK)
- Health screening as required by industry regulations

**c. Orion processing policy**

**Legitimate interest**

We will rely on Legitimate Interest to process your personal data as follows:

**Candidates:**

On application or original registration of your personal data will retain your information for 3 years for the purpose of providing recruitment services from that date or for 3 years after the last meaningful contact we have with you, whichever is the later.

Whilst we are processing your data for this legal reason, you can at any time let us know if you object to us performing the following tasks:-

Retain Data – Keeping your data on our secure and encrypted servers so we can contact you about suitable requirements

Send CV – Send your CV and supporting information to vacancies we discuss with you

Market CV – Send your CV to clients we believe would be interested in your skills after speaking to you

Marketing information – send you details of current requirements or related information that may interest you from time to time

**Clients:**

On receiving your details we will retain basic contact information, conversation and recruitment history to help provide the best service that we can.

Details will be retained for 3 years post last meaningful contact.

**Consent**

Should the above three-year period lapse without contact, we will ask for your Consent to ascertain if you wish for us to hold your data for a further 3 years or to remove your details.

Meaningful contact will include: Updated CV received, CV sent to a requirement, interview arranged, assignment end date, conversation update.

**d. Recipient/s of data**

Orion will process your personal data and/or sensitive personal data with the following recipients:

- Client's (for work seeking purposes)
- 3<sup>rd</sup> party payment providers (Umbrella / CIS)
- Daxtra (for CV parsing purposes only)

### e. Statutory / Contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not consequences of failure to provide the data are:

- Failure to enter into and commence a contract with the company

### 2. Data retention

Orion will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where we have obtained your consent to process your Curriculum Vitae, Identification/ right to work documents, Payroll information, Contractual information we will do so in line with our retention policy (a copy of which is available on request and on our website). Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

Sensitive Personal Data: Identification / right to work documents / medical records – will be deleted 2 years post contract completion.

Candidates registering their details for work seeking purposes will have their data retained for a 3-year period under Legitimate Interest. Candidates sought via an external source that have verbally agreed they wish us to provide job seeking services will also be registered under Legitimate Interest.

### 3. Your rights

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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 not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

**Please note - should you exercise your right for erasure then we will retain no information for us to assist in providing references or to prevent us from contacting you again should you be registered on a job seeking source that we subscribe to.**

Where you have consented to Orion processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Kay Wren, Data Protection Officer (kay.wren@orion-group.co.uk) or one of our Data Protection Representatives – Paul Ridley – Reading office / Claire Morton – Aylesbury office. Reading office – 0118 9239239 / Aylesbury office – 01296 737300.

**4. Source of the personal data**

Your details were provided to the Company either directly by yourself, the “data subject” and/or

The Company sourced your personal data/sensitive personal data by the following means:

- Work seeking Job Board (this information came from a publicly accessible source).
- LinkedIn (this information came from a publicly accessible source).
- Recruitment to Recruitment businesses
- Other social media source

**5. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Kay Wren, Data Protection Officer – 0118 9239239  
 Paul Ridley, Data Protection Representative – 0118 9239239  
 Claire Morton, Data Protection Representative – 01296 737300

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

**Technical details for your Privacy Policy**

Our website uses a content management system called Drupal. Our site is hosted at Rackspace in London and uses Cloudflare to provide a secure barrier that provides complete DDoS protection. The hosting is run by an infrastructure management company called M Group contracted by Maxx Design Ltd you manage the website.

We use Google Analytics and Facebook to collect anonymous information about users' activity on the site, for example the number of users viewing pages on the site, to monitor and report on the effectiveness of the site and help us improve it. The User and Event Data Retention within Google Analytics is set to 'Do Not Automatically Expire'. Google Analytics data will be stored indefinitely, subject to acceptance and interaction of Google Analytics cookies.

Cookie	Name	Purpose	More information
Google Analytics	_gat _ga _gid AMP_TOKEN	These cookies are used to collect	<a href="#">Click here for an overview of privacy at Google</a>

	<p>           _Gac_&lt;property-id&gt;            _utma            _utmt            _utmb            _utmc            _utmz            _utmv         </p>	<p>           information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information, including IP address, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.         </p>	
Cookie	Name	Purpose	More information
Cloudflare	_cfduid	The _cfduid cookie is used to identify individual clients behind a shared IP address and apply security settings on a per-client basis	<a href="https://support.cloudflare.com/hc/en-us/articles/200170156-What-does-the-Cloudflare-cfduid-cookie-do-">https://support.cloudflare.com/hc/en-us/articles/200170156-What-does-the-Cloudflare-cfduid-cookie-do-</a>



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