

# Pro:Public

<b>Company Name:</b>	Pro:Public Ltd ('Pro:Public')
<b>Company Contact details:</b>	Pro:Public Data Protection Contact is: Heena Panesar Finance Director 0113 2050120
<b>Document DP5B</b>	Privacy Notice (when personal data is obtained from a 3 <sup>rd</sup> party)
<b>Topic:</b>	Data protection
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Pro:Public is a recruitment business which provides work-finding services to its clients and work-seekers. Pro:Public must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Pro:Public acts as a data controller.

You may give your personal details to Pro:Public directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Pro:Public must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

## 1. Collection and use of personal data

### a. Purpose of processing and legal basis

Pro:Public has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

### b. Categories of data

Pro:Public has collected the following personal data on you:

Personal data:

- Name,
- Address,
- Mobile and other telephone numbers,
- Email address,
- Qualification and other information necessary to prove your suitability to undertake roles in which you are interested,
- Your CV,
- ID and passport record,

Sensitive personal data:

- We do not hold sensitive personal data.

### **c. Legitimate interest**

Where Pro:Public has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Keeping our records of work-seekers up to date,
- Managing our database of these records,
- Allowing Pro:Public to contact work-seekers to seek consent when this may become necessary,
- Providing work-finding services to individuals which will include sending individual's information to clients where the individual has indicated an interest in the kind of work on offer at that particular client,
- Keeping all work-seekers informed of the types of roles we are recruiting for which match your criteria.

### **d. Recipient/s of data**

Pro:Public will not process your data with any third party unless you have specifically asked us to process your pay etc. through a limited company or an umbrella company.

## **2. Overseas Transfers**

Pro:Public will not transfer your data to any overseas company.

## **3. Data retention**

Pro:Public 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 (where applicable) your payroll records, holiday pay, sick pay and pension auto-enrollment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Pro:Public has obtained your consent to process your personal and/or sensitive personal data, we will do so in line with our retention policy. Upon expiry of that period Pro:Public will seek further consent from you. Where consent is not granted Pro:Public will cease to process your [personal data and/or sensitive personal data.

#### **4. Your rights**

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

- The right to be informed about the personal data Pro:Public processes on you;
- The right of access to the personal data Pro:Public 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.

Where you have consented to Pro:Public processing your personal data and/or sensitive personal data you have the right to withdraw that consent at any time by contacting Pro:Public Contact noted on page 1 of this document.

#### **5. Automated decision-making**

Pro:Public does not undertake any form of automated decision-making.

#### **6. Source of the personal data**

Pro:Public sourced your personal data/sensitive personal data by the following means:

- From a job board on which you have previously registered and uploaded your CV,
- From publically accessible sources such as Linked In (where appropriate),
- Via business development activities.

#### **7. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact the person named on page 1 of this document.

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.