
PRIVACY POLICY

This is the Privacy Policy relating to:

1st Stop Recruitment Ltd, 6 Jubilee Walk, Haverhill, Suffolk. CB9 8DA

1st Stop recruitment Ltd is committed to respecting the privacy of its visitors to our website. This privacy policy sets out the type of information we may collect and hold and how it is used. It also contains contact details, so you can contact us if you have any queries or concerns about your personal information. By using our Website, our services and by providing information to us you indicate your consent to us using your personal information in accordance with this policy.

Use of the 1st Stop Recruitment website does not require you to disclose any personal information. However, the website offers users the opportunity to subscribe to mailing lists and newsletters, job seekers to register as a candidate or clients to register their interest in our 1st Stop Premium service. These actions require users to provide personal information however and you may unsubscribe at any time. All data is used and retained in line with this policy however upon resignation, your data will be removed from our systems

Definitions

What Kind of Information Do We Hold?

1st Stop Recruitment stores data during its day to day working practices. Some information may be of a personal nature due to the regulatory requirements that recruitment agencies are required to adhere to.

In addition to the personal information we may collect during candidate registration we may also collect (client) business related information from telephone conversations, emails, application and registration forms and written and verbal communications. In addition, to support payments to temporary workers, we will retain details of their banking arrangements.

1st Stop Premier clients will be provided with access to the password protected client side of the 1st Stop Recruitment website. They are individually responsible for providing, altering and removing any contact details (via unsubscribe or de-registration notifications) and/or information on that we hold online.

We will only allow personnel authorised by the 1st Stop Director, Lesley Whiting, who have been instructed in the compliant handling of data, to have access to this information.

During the course carrying out our business activities we may collect the following:

- Name and job title.
- Contact information including email address, tel. numbers, address and postcode.
- Banking information for purposes of paying wages
- Next of Kin details in case of unexpected sickness/accident
- Work history and reference information
- Proof of 1) identity and 2) Right to Work
- Other business information relevant to 1st Stop Recruitment's day to day processes

Information may be gathered by various means (including but not limited to)

- Registration and booking forms on our website
- Newsletter registration
- Email and telephone conversations
- Candidate registration
- Requests for information and support

By providing this information the party accepts that the information has been provided in light of the following:

- **Consent** - The individual (candidate) has provided the information freely in their pursuit of seeking work through 1st Stop recruitment or when seeking assistance (clients) with recruitment requirements
- **Legal Obligations** - Employment Agencies and Employment Businesses have obligations regarding legislation such as The Employment Agents Act, the Conduct Regulations, Agency Worker Regulations and various other related legislation. Therefore, they are required by law to observe and abide by all such relevant legislation.
- **Legitimate Interests.** Such information is necessary and legitimate for 1st Stop Recruitment jobseekers and employers in terms of identification and communication between the parties.

What We Do with the Information?

We require this information to understand your requirements and manage the client/candidate relationship as well as:

- Internal record keeping.
- We may use this information where we are requested to investigate a complaint.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new Members, products, special offers or other information which we think you may find interesting and informative.
- From time to time, we may also use your information to contact you for market research purposes.
- We may contact you by email, phone, fax or mail in the course of conducting our business
- Your Rights

You have certain rights surrounding your personal data:

- To be informed if your personal data is being used.
- To access your personal data held by 1st Stop Recruitment Ltd
- To amend or correct any personal data held.
- To have your personal data deleted.

- To data portability
- To object to the use of your personal data in certain circumstances.
- To object to automatic processing of your personal data.
- To raise any concerns regarding the processing of your personal data.
- IP Addresses

We may log IP addresses for analysing visitor trends and traffic on our website. Links to send e-mail messages to TEAM are provided on most pages of the site for your convenience.

Cookies

Our website uses cookies to help us improve your experience of the website. Cookies are small text files placed on your device such as your computer or mobile phone. They help us find out which parts of our site you visit but they do not store any personal or confidential information about you. We suggest users keep cookies active on their machine whilst visiting our website to achieve the best results.

Functionality Cookies

Some cookies last beyond your session enabling us to improve your experience of the website; for example, they save you from entering your details more than once.

This site uses Google Analytics (<https://www.google.com/analytics>) to allow us to record visitor trends over time. Google Analytics uses cookies to help track which pages are accessed. The cookies contain no session cookies, last for the duration of your visit and are deleted when you close your browser. No personal data is collected.

Please note if you disable the session cookie some areas of the site may lose some functionality.

Opting Out of Cookie Usage

You can stop third party cookies (such as those for Google Analytics) being stored on your computer by blocking them within your browser. Or you can block cookies completely.

If you wish to keep your cookie settings but want to opt-out of Google Analytics tracking, you can download an add-on here: <https://tools.google.com/dlpage/gaoptout>

For further information about managing and disabling cookies, you can refer to your browser's help section or user guide. Alternatively, the Interactive Advertising Bureau has produced a guide which explains to users how cookies work and can be managed.

Your Personal Information

We will not normally share your personal information with any other external organisation. However, some of our services may be provided by or held at premises of third parties and we may need to provide limited information to enable you to participate.

Information

From time to time we would like to send you copies of newsletters and information about our services and events by mail, email, phone or text where you have given prior consent. If you prefer not to receive information from us, please email us at team@jobsateam.com

Changes to this Privacy Policy

Privacy laws and practice are constantly revised and as such, our policies and procedures are under continual review. We may, from time to time, update our security and privacy policies and suggest that you check this page periodically to review our latest policies.

Security

We take data security very seriously and implement measures to safeguard your data from risk of loss, destruction, unauthorised access, modifications or disclosure.

Retention of Data

Should a candidate or client wish to sever the working relationship with 1st Stop Recruitment, all references and contact details will be removed from the website and our databases with immediate effect, except where we are required to retain information for legal, regulatory or business case reasons e.g. statutory period (e.g. tax reasons), as applicable.

Links to External Sites

The 1st Stop Recruitment website has links to many other websites that are not managed by us. We do not take responsibility for any information that you share with these linked sites. If you are unsure whether or not you have left the 1st Stop website via a link, check the address bar at the top of the page. If [https://www.1st stop recruitment .co.uk](https://www.1ststoprecruitment.co.uk) is not in the start of the address you have left our website and you should review the privacy statement applicable to the website in question.

Contacting Us and/or Accessing Your Personal Information

Under current Data Protection legislation, you are entitled to know what personal information an organisation holds about you and how that information is processed. If you wish to know what information we currently hold on you or to make an enquiry or complaint, please contact us at info@1ststoprecruitment.co.uk, or 01440 763 021 You may also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> or 0303 123 1113.

Registered in England No: **06467159 Jan 2008**. Registered Office: 1st Stop recruitment Ltd, 6 Jubilee Walk, Haverhill, Suffolk CB9 8DA