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## Privacy Policy

FINTEC recruit Limited is committed to respecting and protecting your privacy. The following policy is written in accordance with the EU's General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) (the "GDPR"), and describes the type of personal data we collect, how we use it and store it, with whom we share it and the rights and choices you have regarding your data and our use of it.

### **The information we collect and how we use it for all our services including :**

#### **PUSH and PULL for Talent:-**

FINTEC recruit operates as an employment agency, providing introductions between candidates and clients (employers) for employment by those clients. In order to do this, we collect personal data about you through job applications; on our website ([www.fintecrecruit.co.uk](http://www.fintecrecruit.co.uk)); on the job boards we use currently or in the future; on social media channels; through phone calls and emails. We process this data as necessary to provide the services you have requested. Any data requested will be used in the process of helping you find a job; continuing our relationship with you once we have found you a job. Also, for clients in providing a service and for Suppliers in receiving a service. All activity relating to recruitment purposes only.

#### **We may collect and process the following personal data about you:**

- Your contact information; name, email address, phone number(s) and postal address.
- Information contained within your resume or C.V.
- Information you provide regarding your career interests, and qualifications
- If required by employers, we may collect and process additional personal data including:
  - Nationality
  - Passport
  - Work visas/ right to work permits
  - Employer references
- We collect and process all data in compliance with all applicable legislation.

We do NOT share any personal data with third party organisations without your explicit consent.

Please note that the above list of categories of personal data we may collect is not exhaustive.

Depending on the relevant circumstances and applicable local laws and requirements, we may collect some or all of the information listed to enable us to offer you employment opportunities which are relevant to you.

We may obtain information about you from searching for potential Candidate from third party sources, such as LinkedIn and other job sites;

If you 'like' our page on Facebook or 'follow' us on Twitter, we will receive your personal information from those sites;

If you were referred to us via a recruitment process outsourcing organisation/supplier, they may share personal information about you with us.

**We may use information held about you in the following ways:**

**If you have registered your CV on any of the job boards:**

- To contact you about future jobs that may be of interest
- To assess your suitability, qualifications and skills for future roles
- To match your details with job vacancies
- To answer your enquiries
- To subscribe to job alerts
- To maintain a working business relationship

**If you have applied for a specific advertised job:**

- For further contact about the role
- The administration of your application
- For the purpose of assessing your suitability, qualification and skills
- After speaking with you; to submit your CV and personal data to the prospective employer
- To answer your enquiries
- To obtain and pass on references
- To subscribe to job alerts
- To maintain a working business relationship

**Do we pass data to third parties**

Access to your personal data is only provided to our staff and where necessary we may pass your personal data to third parties for reasons set out below:

- To intended employers – NOTE submissions to employers will be for a valid and specific role and will be agreed by you prior to being submitted on your behalf.
- We may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law.

### **Clients (Employers):**

We require your contact details or the details of individual contacts at your organisation (such as their names, telephone numbers and email address), to enable us to process job applications.

We use information about you, or individuals at your organisation, in the course of providing you with candidates who are interested in working for your organisation, who match vacancy criteria and a good fit for your organisation.

### **Suppliers:**

We require contact details of relevant individuals at your organisation so that we can communicate with you, such as names, telephone numbers and email addresses. We also may require additional information such as bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).

### **Other Users, such as referees and emergency contacts:**

In order to provide candidates and staff with suitable employment opportunities, we require some basic background information (such as name, email address and telephone number). We only ask for very basic contact details, so that we can get in touch with you either for a reference or because you are listed as an emergency contact for a candidate.

### **Storing your data**

- You have the “right to be forgotten”, which means that you can request us to delete and stop processing your data at any time.
  - Any request should be emailed to [customerservice@fintecrecruit.co.uk](mailto:customerservice@fintecrecruit.co.uk) and should include your full name and email address.
  - This request will be actioned within 1 month and will include us removing all your data from our systems.
  - Please note, that by doing this, we cannot guarantee that in the future, any data which we obtain from third parties will not result in your data being re-added to our systems.
- Alternatively, you can request to be “supressed”, which means that your data is stripped to the basics required to ensure we do not contact you or re-add you to our systems in the future.
- By doing either of these, you will be withdrawn from all active applications.

### **Accessing and updating your personal data**

You are entitled to view and retrieve the personal data we store about you. You are also entitled to update or rectify any missing, out of date or incorrect information we hold about you. Any requests for this should be emailed to [customerservice@fintecrecruit.co.uk](mailto:customerservice@fintecrecruit.co.uk) and include your full name and email address. Any requests will be actioned within 1 month.

**Where we store your data**

Your personal data is stored on a secure database, and in email systems (outlook) all of which is on secure, password protected PC's.

**Your rights and choices**

You have a right to complain to the ICO (<https://ico.org.uk>) if you think there is a problem with the way we are handling your data.

**Policy Changes**

We reserve the right to make changes to the Privacy Policy without any prior warning. Any changes we make to the privacy policy in the future will be posted on our website.

**Contact**

FINTEC recruit Limited

83 Princes Street,

Edinburgh

Email: [customerservice@fintecrecruit.co.uk](mailto:customerservice@fintecrecruit.co.uk)