

microTECH global Recruitment Privacy Notice

What is the purpose of this Employee Privacy Notice?

This Recruitment Privacy Notice gives you information about the personal data we collect about you in relation to your application for employment through microTECH and how and why we use that personal data during the recruitment processes.

This Notice also contains a summary of your rights in relation to your personal data.

There is a section at the end of the Notice (called the Glossary) which explains some of the terms used in this Notice.

What is GDPR?

The General Data Protection Regulation comes into force on 25th May 2018 and affects all people in the EU and is designed to protect the rights of everyone's personal data. It requires candidates and clients to give explicit consent for personal data to be processed and used. This document details how we are GDPR compliant.

The identity and contact details of the Controllers

Towerpoint (managed services company for microTECH global)

Contact: Corinne Hutchinson, GDPR Consultant
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1. Candidate Data

The personal data

Each individual who applies for employment through microTECH global (referred to in this document as a "Candidate").

Mandatory Candidate Data includes:

- Name
- Title
- Address
- Email
- Sex

The candidate may also provide additional non-mandatory Candidate Data voluntarily including:

- Job title
- Experience level
- Employment level
- Nationality

	<ul style="list-style-type: none"> • Visa and Permit details • Employer name • Marital status • Children and ages • Certificates • Passport information • Qualifications • Work history • Results of assessments
Special Category Personal Data	microTECH global does not require Special Category Personal Data to be provided as part of the Candidate Data, however, Candidates may voluntarily provide this in their applications.
The source of the personal data	<p>Candidate Data is obtained from the following sources:</p> <ul style="list-style-type: none"> • Job boards • Social media • Search engines • Incoming direct applications from candidates • Incoming contact from candidates • Candidate referrals • Client referrals • Client portals • Website forms • Business cards • Third party partners
Why we process the personal data	<p>In order to:</p> <ul style="list-style-type: none"> • Assess the competency of the candidate and their suitability for the job they have applied for • Assess the competency of the candidate and their suitability for other potential relevant roles • Decide whether to send their CV to a client • Decide the terms and conditions for an offer & fulfil contractual obligations with clients • Record all decision-making for internal management and reporting purposes • For evidence should a legal claim be pursued by a Candidate • For any other legitimate reason
The legal basis or bases we rely on to process the personal data	We process Candidate Personal Data to further microTECH global's legitimate interests of ensuring that the best suited Candidates with the required skills, qualifications and experience are put forward to our clients' jobs.
The recipients of the personal data	<p>The HR department, Managers or Recruitment teams of our Clients that we deal with will receive the recipient's data who will assess their data to decide whether they are suitable for the role.</p> <p>We may share personal data with some third-party partners, for example, umbrella companies, but we will not do so unless we have consent from you.</p>
How we store personal data	All personal data is stored on microTECH global's internal secure systems that only authorised personnel have access to.

How long we retain the Personal Data for

microTECH global retain the Personal Data for as long as is necessary for the purposes for which it is collected and processed.

Data sharing within microTECH global group of companies

microTECH global operate from the UK but also have a recruitment branch outside of the UK, hosted and owned by the parent company microTECH global. All data shared with branches is managed by the UK and any data is kept on password protected systems.

Data sharing with third parties

We do not sell, distribute or lease your personal data to third parties unless we have permission from yourselves and consent to do so by law.

We may have to share employees' personal data with third parties, including third-party service providers. We require third parties to respect the security of such personal data and to treat it in accordance with the law.

We will share employees' personal information with third parties where required by law, where it is necessary to administer the working relationship with the employee or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents). The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration, some IT services.

All our third-party service providers are required to take appropriate security measures to protect employees' personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your rights as a data subject

As a data subject, you have the following legal rights in relation to your Personal Data.

Right to be informed

You have the right to be informed about what data we obtain, why we have it, how we store it and what we do with it. This information is documented here.

Right of Access

You have the right to obtain confirmation as to whether or not personal data concerning you is being processed from microTECH global and, where that is the case, gain access to a copy of the personal data and specific information about how microTECH global processes the personal data.

Right of Rectification (Correction)

You have the right to obtain the correction of inaccurate personal data concerning you from

	microTECH global and also the right to have incomplete personal data completed.
Right of Erasure (Deletion)	You have the right to obtain the erasure (deletion) from microTECH global of your personal data in particular circumstances.
Right of Restricting Processing	You have the right to obtain restriction of processing in particular circumstances from microTECH global.
Right of Objection	You have the right to object to the processing of your personal data in particular circumstances.
Right of Data Portability	In certain circumstances, you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.
Right to Withdraw Consent	Where the legal basis of processing personal data is based on consent, you have the right to withdraw your consent at any time.
Right to Complain	You have the right to lodge a complaint to the national Supervisory Authority.
Right not to be subject to automated decision-making including profiling	This does not apply.

Data Breaches

Should there be a personal data breach (for example, identity theft or confidentiality breach), microTECH global has a responsibility to report it to the ICO and in some instances, to the individuals. It only needs to be reported if it is likely to result in a risk to the rights and freedoms of individuals, e.g. it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or another economic or social disadvantage.

International

microTECH global operates in multiple EU member states as well as outside of the EU, however, our head office/ main establishment is based in the UK where all processing occurs, therefore, our lead data protection supervisory authority is the UK and will be GDPR compliant.

Glossary

Controller	A Controller is an organisation who (alone or jointly with others) determines the purposes and means of the processing of personal data.
Data Transfer Agreement	An agreement containing standard data protection clauses adopted by the European Union Commission as referred to in Article 46(2)(c) of the GDPR.
Data Subject	The identified or identifiable natural person to whom the Personal Data relates. GDPR The

	European Union General Data Protection Regulation (2016/679).
Legal Basis	Processing of Personal Data is only lawful if and to the extent that at least one legal basis specified in the GDPR applies. The available legal bases which are applicable in the employment context are summarised as: <input type="checkbox"/> consent of the data subject <input type="checkbox"/> processing necessary to enter into or perform a contract <input type="checkbox"/> necessary for compliance with a legal obligation <input type="checkbox"/> processing necessary in order to protect the vital interests of the Data Subject or another natural person <input type="checkbox"/> processing necessary for the purposes of the legitimate interests pursued by the Controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the Data Subject which require protection of Personal Data (Legitimate Interests).
Personal Data	Any information relating to an identified or identifiable natural person (Data Subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Process/Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Special Category	Personal Data Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.