

PRIVACY POLICY

At Plate Recruitment, we look after your details carefully and we use the requirements of the Data Protection Act 2018 to

govern how we handle your personal information. Plate Recruitment is the data controller, obtaining information to provide recruitment services to its clients and candidates.

This policy describes how we collect, use and look after the information you provide us with when you use Plate Recruitments' services, and information we hold on you that we have obtained from job sites such as CV

Library, caterer, indeed, Reed and Total Jobs. We may update this policy at any time without notice. Your use of Plate Recruitments' services shall be deemed to be your agreement to

the terms of this Privacy Policy, as amended from time to time unless you expressly notify us otherwise.

WHAT INFORMATION DO WE COLLECT?

We collect information needed to enable us to provide a full and professional service to you. The information collected depends on the service we are providing:

- Candidates – we collect CVs, work history, identification documents, educational records, references, contact details and any other information you provide to us or make available on job sites such as CV Library, Reed and Total Jobs and other publicly available sources such as LinkedIn. We only collect information necessary to enable us to find the best roles for you and any information needed to assess your eligibility for a given role. We ask that you do not provide us with sensitive personal information, such as your racial or ethnic origin, religious beliefs, medical history and details of any criminal offences and/or involvement in any criminal proceedings unless relevant to the role you are seeking to fill, in which case we will only process such information to the extent necessary for the purpose for which it has been provided.
- Clients – we collect information necessary to enable us to provide recruitment services to you or your associated companies.
- Website users – we collect information on how you use our website to help us develop and improve our website, including details of your domain name and Internet Protocol (IP) address, operating system, browser version, cookie details, how long you stayed on a page, the route you took to navigate through the pages and the website that you visited prior to accessing our site.

WHAT DO WE USE YOUR PERSONAL INFORMATION FOR AND WHO DO WE DISCLOSE IT TO?

We use your information to provide services to you. This again depends on the type of service we are providing.

- Candidates – we use your information to seek job opportunities for you and to match you with a potential employer. To do this, we may pass your information to our clients looking for employees. Please tell us if there are companies you do not want us to share your information with. We may also conduct checks on you to verify the information you have provided and where we do this we will share your information with our appointed background checking company.
- Clients – we use your information to identify candidates who may be suitable for roles you are seeking to fill, to respond to your requests and enquiries and to meet our

contractual and legal obligations. We may pass your information to candidates to assess their interest in an opportunity.

- Website users – we use your information to improve your browsing experience, including analysing and monitoring traffic, helping provide and improve Plate Recruitments website, to protect our website from unauthorised access and to comply with legal obligations. We will not pass on your personal information to third parties except in accordance with this policy or where we are required by law to disclose that information.

WHAT IS OUR LEGAL BASIS FOR PROCESSING YOUR INFORMATION?

Processing your information is necessary for our legitimate interest – we need this information to enable us to seek job opportunities

for you if you are a candidate, find suitable candidates if you are a client and to establish contact with candidates, clients and

referees. We ensure that our processing of your information is only carried out to the extent necessary to provide our services to

you. By providing information to us, either directly or through publicly available resources such as job sites or LinkedIn, we have deemed

you to have opted in to have your information processed by us for the purposes set out in this policy, unless you have told us

otherwise. This consent does not extend to our use of your information for marketing purposes – we will only use your information

for this purpose with your express consent.

HOW LONG WILL WE KEEP YOUR DATA FOR?

We will keep your information for as long as needed to provide our services to you, including after a recruitment process has ended

where we believe other recruitment opportunities may arise, or as otherwise needed to comply with our legal obligations. We will

securely delete your information once it is no longer needed, or sooner at your request (see below).

INFORMATION REQUESTS

You can ask us for a copy of the information we hold about you at any time, for which we will charge an administration fee in

accordance with the applicable law. If you wish to change any information we hold about you or correct any inaccuracies in your

information, or if you would like us to stop using or delete any information about you, or to exercise any other legal rights you have,

please contact us at info@platerecruitment.co.uk. In the absence of such request, by using the services of plate recruitment, or by providing information to plate recruitment, directly or indirectly through publicly available sources such as job

sites or LinkedIn, you consent to the collection and use of your personal information by Plate recruitment and its affiliated

companies in accordance with the terms of this Privacy Policy.

COOKIES

Cookies are small text files saved to your computer which allow us to monitor how many visitors we have to our site and to enable

site functionality. As they can record details of a visitor's use of the site, some people would prefer it if cookies were not used. If you

do not want to receive cookies you can modify your browser settings so that it either blocks all

cookies or notifies you when cookies are being used. However, please note that disabling cookies can affect the functionality of some web pages.

GOVERNING LAW

Any dispute in relation to this website, or your use of it, or any content shall be governed by English law and you submit to the exclusive jurisdiction of the English courts.

CONTACTING US

If you have any questions or concerns about our use of your personal information, please contact info@platerecruitment.co.uk