



Issue Date: 15 April 2021

Issue No: 2

Document Number: RRRGDPR1

Red Rhino Resourcing (“we” or “us”) respect your privacy and is committed to protecting your personal data. This privacy notice will let you know how we look after your personal data when you visit our website and engage with Red Rhino Resourcing (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This policy in accordance with The **General Data Regulations 2018 (“GDPR”)** (together with any other documents referred to on it) sets out the basis on which any personal data and sensitive personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand how we deal with your data and how we will treat it.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

The data we may collect from you

Personal data means data which relates to a living individual who can be identified from this data, or from data and other information which is in the possession of, or is likely to come into the possession of, Red Rhino Resourcing.

Sensitive personal data is defined as personal data consisting of information about your racial or ethnic origin, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, physical or mental health or condition and sexual orientation.

We may collect and process personal data and sensitive personal data from you to assist you in your job search needs. This data will include your name, address, e-mail address, telephone number(s), Next of Kin details, education work and history. We will collect sensitive personal data only for the purposes required by law. We will gain your consent for the collection and processing of your sensitive personal data and disclosing this information for the purpose of finding you employment to such parties as prospective clients, employers and other relevant third parties.

We may also collect and process data about you when you report a problem with our site if you contact us, so that we may keep a record of that correspondence.

Details of your visits to our site including, but not limited to, traffic data, location data and other communication data, may be logged whether this is required for our own purposes or otherwise and the resources that you access.

IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system, and browser type, for system administration and to collate aggregate information. This is statistical data about our users’ browsing actions and patterns and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer’s hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us to estimate our audience size and usage pattern, to store information about your preferences, and so allow us to customise our site according to your individual interests, to speed up your searches and to recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser. However, if you select this setting, you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you access our site.

How long will we use your personal data;

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can.

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes. We also retain proof of entitlement to work and qualification information to allow us to comply with a legal or regulatory obligation which may require us to make that information available.

In some circumstances you can ask us to delete your data: see Request Erasure below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Where we store your personal data

The data that we collect from you will be transferred to, and stored at, a destination within the European Economic Area ("EEA"). We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All data you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to comply with a legal or regulatory obligation.
- To assess and progress your application for a job vacancy
- To ensure that content from our site is presented in the most effective manner for you and for your computer
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- To allow you to participate in interactive features of our service
- To notify you about changes to our service

Disclosure of your information

We may disclose your data to third parties who assist us in processing your information as well as prospective employers or clients for the purpose of recruitment.

You have the right to:

- Request access to your personal data (commonly known as a “data subject access request”).
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data for various reasons; establishing data; where our use of the data is unlawful but you do not want us to erase it; where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide suitable employment.

Access to information

GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with the Regulations. Any access requests should be directed to your Branch/ in the first instance. Questions, comments, and requests regarding this privacy policy are welcomed and should be addressed to Red Rhino Resourcing, Richmond House, Avonmouth Way, Avonmouth, Bristol BS11 8DE

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by contacting us at any time.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.