

## CHAPPLE PRIVACY POLICY

### Who are we?

Chapple Ltd, Unit B242 Riverside Business Centre, Haldane Place, Wandsworth, London, SW18 4UQ .+44(0)20 7734 8209

We provide recruitment services to clients looking to recruit personnel for their businesses.

### What does this Policy cover?

We at Chapple take your personal data seriously. This policy:

- sets out the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with who we will share your personal data;
- sets out the legal basis we have for using your personal data;
- explains the effect of refusing to provide the personal data requested;
- explains the different rights and choices you have when it comes to your personal data; and
- explains how we may contact you and how you can contact us.

### What personal data do we collect about you?

We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of recruitment. This information includes CV's, identification documents, educational records, work history, employment and references.

### Where do we collect personal data about you from?

The following are the different sources we may collect personal data about you from:

- **Directly from you.** This is information you provide while searching for a new opportunity and/or during the different recruitment stages [or coaching, where relevant].
- **Through publicly available sources.** We use the following public sources:
  - LinkedIn
  - Indeed
- **By Reference or word of mouth.** For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

### How and why we use your personal data?

We use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and then inform you and pass this on to the client in search of personnel. If you are chosen by the client and go through to the next stage we will then be collecting more information from you at the interview stage and onwards in that manner.

### **How long do we keep your personal data for?**

We keep your information in accordance as follows:

Candidate data: Three years

Client contact details: Five years

### **Who do we share your personal data with?**

Your personal data is shared with the client who initiates a search for personnel. The search for which you are considered, to ascertain if you are a good fit for the available position.

### **What legal basis do we have for using your information?**

For prospective candidates, referees and clients, our processing is necessary for our legitimate interests in that we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees.

If you are shortlisted as a candidate, then this may involve the processing of more detailed personal data. In that case we will always ask for your consent before undertaking such processing.

For clients, we may also rely on our processing being necessary to perform a contract for you, for example in contacting you.

### **What happens if you do not provide us with the information we request or ask that we stop processing your information?**

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data, we may not be able to match you with available job opportunities.

### **Do we make automated decisions concerning you?**

No, we do not carry out automated profiling.

### **Do we use Cookies to collect personal data on you?**

To provide better service to you on our websites, we use cookies to collect your personal data when you browse. When a website visitor opens our website, we have a visible banner that makes clear that cookies are used on our website, and gives the website visitor the opportunity to read more about the kinds of cookies we use and why we use these cookies. Attached to this banner is a click button that allows the website visitor to consent to these cookies being stored on the device used to access our website. If the website visitor does not consent, these cookies will not be stored on the device unless necessary for the provision of a service requested by the website visitor.

### Do we transfer your data outside the EEA?

No, we do not transfer personal data out of the EEA.

### What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

Rights	What does this mean?
1. The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.
2. The right of access	<p>You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy).</p> <p>This is so you're aware and can check that we're using your information in accordance with data protection law.</p>
3. The right to rectification	You are entitled to have your information corrected if it's inaccurate or incomplete.
4. The right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
5. The right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
6. The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to another recruitment firm, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

7. The right to object to processing	You have the right to object to certain types of processing, including processing for direct marketing (ie if you no longer want to be contacted with potential opportunities).
8. The right to lodge a complaint	You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.
9. The right to withdraw consent	If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know.

#### How will we contact you?

We may contact you by phone or email. If you prefer a particular contact means over another please just let us know.

#### How can you contact us?

If you are unhappy with how we've handled your information, or have further questions on the processing of your personal data, contact our Director, Suzannah Chapple here: [syc@chapple.ltd.uk](mailto:syc@chapple.ltd.uk).