

Privacy Policy

Data Protection Privacy Statement

JMK Recruitment whose registered office is Curzon House, 24 High Street, Banstead, Surrey, SM7 2LJ and whose registration number is 6427277 (referred to as 'we', 'us' and 'our') maintains certain information and personal data concerning candidates and clients (together 'you' and 'your' shall be construed accordingly) for the purpose of providing you with the recruitment services you have requested. We respect the privacy of the personal information you provide as a user of our services and we are committed to protecting your privacy in accordance with the UK Data Protection Acts 1984 and 1998.

JMK Recruitment collects, uses and disseminates the personal information you provide to us only in accordance with the policies and procedures outlined in this section.

Information we hold

Personal data we obtain and process may include CVs, application forms, results of security checks, and or credit reference checks and personal contact details including bank account details, which we maintain for administration purposes.

We obtain personal data relating to you via: -

- CVs and other details sent to us direct by e-mail;
- CVs and other details submitted via our website;
- Information received from past employers/clients;
- Information received from credit reference agencies; and

Recruitment services that supply us with contact details relating to the recruitment industry.

All relevant information is held in manual or electronic form (such as on our database). Relevant documents may also be attached to facilitate any searches or correspondence that may be required. All phone conversations that take place are also logged in our database for reference.

How we use the information

We may use your data for the following purposes:

- Verifying or obtaining additional personal information relating to candidates from third parties including educational institutions, present and past employers/clients and credit reference agencies;
- Skills match searching on Skills that have been predetermined by a Recruitment Specialist;
- Referencing client information;
- Referencing and skills match searching on client requirements; and

Advertising client's requirements and candidate's profiles on the Internet.

The data that we hold is also required to ensure the recruitment services we provide adhere to standards set by APSCo (Association of Professional Staffing Companies) and REC (Recruitment and Employment Confederation) of which we are members.

By registering your interest with us as either a candidate of a client you agree to the following: -

- We will retain your details in our database for a maximum period of 3 years after you have been marked as inactive;
- We will hold your CV for the purpose of text searching and populating our database in the interest of matching your CV or given skill set to a suitable requirement;
- We may pass your personal data on to any of our associated companies. Any personal data made available to an associated company will be processed in accordance with that company's own privacy statement and,
- We may advertise your details on the Internet for purposes of expediting the recruitment process and advertising either skills profiles or vacancy requirements

Updating your information

To ensure personal data held on our database, computer and filing systems is kept up to date and accurate, we ask you to regularly update information provided to us. We rely on the accuracy of the information supplied to us and therefore request that you send an amended CV whenever this has changed.

If a candidate does not provide us with updated information for a period of 2 years, the candidate's details will, unless special circumstances apply, or as otherwise required by law, be removed from our database.

Security

All our computer systems have access restricted by password and we operate a strict firewall policy. All use of our systems and database is monitored and logged on our servers. Users of our systems and database are educated on data protection principles.

Your access to the information we hold

You have the right to request a copy of personal data held by us about you in return for a small fee. You also have the right to correct any inaccuracies contained in your personal data held by us. For further information please contact:

Data Protection Officer
Curzon House
24 High Street
Banstead
Surrey
SM7 2LJ