

## Privacy Notice

At Enhance Talent Ltd ("Enhance", "we", "us" or "our" for short) we are committed to protecting your personal information. Your personal information (also called 'personal data') is the information which identifies you as an individual that we get from you and others in various ways. Under the Data Protection Act 1998 (the "Act") and the General Data Protection Regulation 2018 ("GDPR") specific obligations are placed on us in the way we handle this type of information. The aim of this privacy policy is to let you know what personal information we collect from you when you apply for a job with us, when you use our website and when you contact us, how we store and use it, and how you can access and manage this information.

Your personal information may be stored online and therefore we take steps to ensure that our systems are well protected.

The registered office of the above company is at Bury Lodge Bury Road Stowmarket IP14 1JA.

Please note that this privacy policy covers [www.enhancetalent.co.uk](http://www.enhancetalent.co.uk).

Enhance acts as both a recruitment agency and a recruitment business, introducing job seekers to hirers for permanent and temporary vacancies respectively.

Registration for job seekers is free so there is no formal contract between us unless you are engaged as a temporary employee. In that case you will be employed by an Umbrella Company introduced by Enhance as a limited company contractor.

Following your registration and in order to put you forward for vacancies you are interested in, it will be necessary and in our legitimate interests to process your personal data in the manner set out below.

In certain situations we may also ask you to supply limited sensitive or special category personal data relating to criminal records or your health ("sensitive personal data"). We will only ask for sensitive personal data when it is needed to comply with a statutory obligation or to ensure that any employment rights are respected.

### What information do we collect about you?

We collect personal data about you when you register with Enhance. That personal data is needed to provide you with the recruitment services we deliver.

That personal data includes your name, contact details, work history, employment preferences, references and the usual information contained on a CV. We will also ask for and keep copies of your CV and, where appropriate, proof of your eligibility to work in accordance with our legal obligations.

We may also ask you if you need any reasonable adjustments to be made in connection with the recruitment process or for an application for a particular role. Where we are legally required to do so, we may also ask you for details of any criminal offences and seek an up to date criminal records check. If any roles you wish to apply for require us to conduct additional checks, for example credit checks or for CCJ's we will also use your personal data to perform those checks. We will also keep details of any roles that you obtain through Enhance and copies of any correspondence sent to you and to any hirer in connection with such roles.

We also monitor site traffic, and like most websites, we use a Unique Visitor Cookie (which is supplied and managed by a carefully selected statistics provider) to identify your PC by a random number (e.g. #12489). More details about cookies and how you can disable them can be found below.

We will (unless it's impractical) tell you if we obtain and store information from any other source and also how we intend to use it in accordance with this privacy policy.

### Making sure your personal data is secure

Whilst we take steps to protect user privacy, no data transmission over the internet can be entirely secure. We therefore do not guarantee the security of personal information that you send to us, or your use of the site. Any personal information you do send is at your own risk but once we receive it we use strict procedures to safeguard it.

## What do we do with your personal data?

We will use your personal data to provide you with our recruitment services, and to email or text you about our recruitment services and roles which we consider relevant to your search for work including:

- process your job application and otherwise manage the recruitment process;
- help potential employers assess and process your job application; help potential employers check and confirm the references that you provide as part of your job application; check with any necessary regulatory, industry and/or security authorities relevant to the position that you have applied for.

### **Our Legitimate Business Interest**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests as a business for the following purposes:

help us identify you so we know who we are talking to;

help prevent and detect fraud or loss;

to contact you with information about opportunities that you might be interested in from time to time via phone, email or post;

assess risk, carry out market research, statistical analysis, test systems, improve the way that we run our recruitment process and your application (including quality assurance) and analyse your application and recruitment history;

train staff and monitor our services.

This may mean that we record our conversations or our correspondence with you to make sure we are providing you with a good service and to make sure we keep to our legal and regulatory obligations to contact you by email or other electronic means about opportunities that you might be interested in from time to time; to provide you with job alerts.

We will keep your personal data only for as long as is necessary. Our goal is to provide you with useful recruitment services for the whole of your career. However, you retain control over your personal data and may instruct us to stop looking for work for you at any time. When instructed by you, we will remove your records from our database unless we are required to keep it for legal reasons.

## Marketing

We will only send you information which relates to our recruitment services. You can opt out of receiving marketing communication from us at any time by contacting [compliance@diversetalentrecruitment.co.uk](mailto:compliance@diversetalentrecruitment.co.uk).

## Data sharing

We do not share your personal data with third parties, except where it is necessary to do so in order to provide you with our recruitment services, for example; with an Umbrella Company so they contact you in order to ensure you are paid. If we share your personal data with any third party service providers in the course of providing you with our services, those third party service providers are required to process your data in accordance with contracts which comply with data protection legislation.

We may disclose your personal information to third parties:

in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;

if Enhance or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;

if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions to and other agreements; or to protect the rights, property, or safety of Enhance, our customers, or others.

## Access to your personal data

You have the right to request a copy of the personal data that we hold about you. If you would like a copy of some or all of your personal information please email us at [compliance@diversetalentrecruitment.co.uk](mailto:compliance@diversetalentrecruitment.co.uk), please be aware that response time is up to 48 hours.

We want to make sure that your personal data is accurate and up to date, and are happy to remove or amend any information you think is inaccurate.

You also have the right to cease receiving our services at any time and have us delete all of your personal data, unless we are in the process of responding to any complaint or we are required to keep it for legal reasons.

## Changes to our Privacy Policy

We keep this document under regular review and we place any updates on this webpage. This statement was last updated on 10 October 2023