

## **Privacy Policy**

### **Privacy Policy for Omnia Recruitment Ltd**

Omnia Recruitment Limited is committed to best practice and protecting the privacy of our candidates, clients and users of our website. We will ensure that the information you submit to us through our office, via our website or through any other media is only used for the purposes set out in this policy. Omnia Recruitment are registered with the Information Commissioner's Office; our registered number is A8295727.

### **The Information We Collect and How We Use It**

In order to provide the best possible employment opportunities that are tailored to you, Omnia Recruitment may collect your personal details, including but not limited to your name, contact details, e-mail address, employment and education history from your CV (in addition to any other relevant information you choose to provide to us). On occasions this may also include sensitive personal information such as details of criminal convictions and ethnic origin and personal details of referees you provide. This information is held, used and disclosed by us as follows:

- Primarily we will share your information with prospective employers where you have indicated that they, or their vacancies, are of interest to you.
- To maintain our business relationship, where you are a candidate, client or a user of our website.
- To enable you to submit your CV for general applications or to apply for specific jobs.
- To match your requirements, experience and skills with job vacancies, to aid us in finding a position that is most suitable for you.
- To send your personal information (including sensitive personal information) to clients in order for you to apply for jobs.
- To respond to your enquiries.
- To enable us to identify prospective employers for you and stimulate interest on your behalf.
- To inform you of our services and advise you of suitable employment opportunities. Where we do so via email, an unsubscribe link is provided should you choose to no longer receive our email alerts.
- To enable direct contact between candidate and client; only with prior approval from all parties.
- To enable us to get in touch with referees for a candidate reference; In order to provide Candidates with suitable employment opportunities we ask for very basic referee contact details only.
- To fulfil contractual obligations with our clients
- To trusted third parties where we have retained them to provide services that you or our clients have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests.

- To third parties such as IT consultants who provide services to us, such as, carrying out repair, testing, analysis and development work on our business technology systems.
- We may also release personal information to regulatory or law enforcement agencies where we are permitted and requested to do so by law.
- We may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

### **Website Users**

We collect a limited amount of data from our Website Users. We may collect data from you when you contact us via the website by using an online enquiry form. Other data we collect is anonymous including that collected via automatic cookies; in line with the settings in your browser, and is purely for the purpose of statistical reporting.

### **How long we keep your personal information for**

Unless we have received your specific consent to retain your data for longer or to delete it earlier, we will delete your personal data from our systems if we have not had meaningful contact with you for a period of two years.

### **Your Rights**

You may update your contact details, CV, communication preferences and information we hold at any time via our office or by emailing [enquiries@omniarecruitment.co.uk](mailto:enquiries@omniarecruitment.co.uk)

You have the right to ask us at any time for a copy of the information supplied by you that we hold, to ask us to stop using your information, to be removed from our contacts list, or your file deleted. Please note in some instances we may not be required or able to comply with your request to delete the entire file.

You have the right to request that we rectify any inaccurate or incomplete personal data that we hold about you and/or if you wish, you have the right to transfer your personal data between data controllers.

By communicating electronically with us, you acknowledge and agree to our processing of personal data via internet-based transmission.

**We may make changes to our Privacy Policy from time to time so please visit this page to keep up to date with our current policy.**