

Data Protection Policy

Concur Recruitment collate and use information about individuals.

This information can include candidates, clients, suppliers, business contacts, internal employees and other people the organisation has a relationship with or may need to contact.

This procedure describes how this data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

Purpose

This data protection procedure ensures Concur Recruitment:

- Complies with data protection law and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data protection law

The Data Protection Act 1998 describes how organisations must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

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www.concurrrecruitment.co.uk

Policy scope

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Plus any other information relating to individuals

Data protection risks

This procedure helps to protect Concur Recruitment from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to choose how the company uses data relating to them.
- **Reputational damage.** For instance, the company could suffer if hackers successfully gained access to sensitive data.

Responsibilities

Everyone who works for or with Concur Recruitment has some responsibility for ensuring data is collected, stored and handled appropriately.

Each team that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

Data Storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the Directors or Company Administrator.

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

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When data is **stored electronically**, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.

Data use & storage

Personal data is of no value to company unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft.

All Concur Recruitment employees are following strict guidelines to ensure data use and storage are in line with recent regulations.

Full information about stored personal data is available upon individual request. To find out more, please contact our Company Administrator on 02476 668 204 or send us an email request to recruitment@concurrrecruitment.co.uk

All the requests will be dealt within 30 days.

Data accuracy

The law requires Concur Recruitment to take reasonable steps to ensure data is kept accurate and up to date.

The more important it is that the personal data is accurate, the greater the effort company should put into ensuring its accuracy.

It is the responsibility of all employees who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

All Concur Recruitment staff should ensure the information is accurate and updated. All the data are being reviewed on a six-month basis.

Subject access requests

All individuals who are the subject of personal data held by Concur Recruitment are entitled to:

- Ask **what information** the company holds about them and why.
- Ask **how to gain access** to it.
- Be informed **how to keep it up to date**.

- Be informed how the company is **meeting its data protection obligations**.

If an individual contacts the company requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the Company Administrator at recruitment@concurrrecruitment.co.uk.

Individuals will not be charged for subject access request above the agreed standard. All individuals can request a full data information once a quarter for free, starting from May 25th 2018. The Company Administrator will aim to provide the relevant data within 30 days.

The Company Administrator will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Concur Recruitment will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the company's legal advisers where necessary.

Providing information

Concur Recruitment aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the company has a privacy statement, setting out how data relating to individuals is used by the company.

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