



KMK Recruitment – Privacy Policy

In light of the EU General Data Protection Regulation (GDPR) legislation taking effect on 25th May 2018, KMK have been taking numerous steps to comply with applicable GDPR regulations as a data processor.

We are committed to adopting best practice when processing and handling data and ensure that we operate within GDPR boundaries when representing our clients and candidates. We have been conducting reviews into not only our own processes but also those of our outsourced IT providers and support systems.

The methods in which we store and process data have been reviewed and restructured. All client and candidate data is stored under secure electronic password within our database and all activity and liaison is tracked.

We are legally obliged to ensure safe destruction of all hard data which we have complied to in our use of a specialist outsourced shredding company.

Data on our system will be lawfully kept on the basis that:

- The individual has expressed consent to do so
- The retention of data is of legitimate interest to the individual
- We will not rely on implied consent

Data that we collect is used:

- Personal information is inclusive of your;
 - Name
 - Contact details
 - Sensitive and personal data (if necessary)
- Non-personal information means;
 - Equal opportunities compliance
 - Basic demographics
 - Referrals

Before processing data, KMK will need consent from the individual upon registration via our application forms.

What type of data do we collect and use?

KMK Recruitment collect your personal data in order to assist you in your search for work. This data includes the following:

- Passport to prove your right to work in the UK. This is a legal requirement.
- Full name
- Address
- E-mail address
- Contact number
- Work and education history to date

How will KMK use your data?

From the date of registration, KMK will store data for a period of two years and one day. If you do not indicate to us that you wish for your details to be retained on our secure database we will delete your account and if you wish you work with us again in future we would need you to re-register.

You have the right to be removed at any given point

We will require instructions to do so written via email to info@kmkrecruitment.co.uk. We will use your data in the following ways and for the following purposes:

- We process your data as necessary in order to source employment for you.
- We may, from time to time, use data to understand our users and develop the services we provide.

KMK Recruitment consent to and recognise the individuals 'right to be forgotten' at any given time:

- Individuals are informed and aware of the way in which their data will be used, processed, stored and of their right to withdraw permission
- You may request an overview on the information that we have stored about you at any point – upon your command this can be updated deleted or changed at any point. In order to action this we require written confirmation via an email to info@kmkrecruitment.co.uk .

How do we store and safeguard your data?

The safety of your data is paramount to us. There are three groups who can access your data securely as detailed below:

- Employee's of KMK Recruitment can access data via our secure database system – this is safeguarded by a password system within a secure hosted desktop.
- Third parties who assist us in securely processing data
 - Our database software provider
 - Our outsourced secure shredding company who collect hard on a bi-monthly basis to be securely destroyed
- In order to assist with the recruitment process and your job search, we will share your CV with our clients, your prospective employers, with your consent.

Marketing

Digital marketing compounds a central part of our marketing schemes and we will continue to market to our clients and candidates. We will contact individuals via email for the following purposes.

- To offer general services
- To offer suitable opportunities/roles

Candidates are given the option to 'opt-out' of our digital marketing at any given time. In order to do this we will ask candidates to write an email with this instruction.

Changes and updates to our policies

All changes and updates to any of our data protection policies will be posted within this statement and updates on our website going forward. We will make you aware of any significant changes made and you will be given the option to decide whether you are happy for us to use data in this way.

If you have any further questions on how KMK work, please do not hesitate to get in touch. If you are not satisfied with the processes outlined in this statement then please do not submit any of your data to us.