

PRIVACY NOTICE

GDPR 2018

LAST UPDATED: APRIL 2018

INTRODUCTION

Lucky7 Recruitment is a recruitment consultancy specialising in the creative agency sector, and specifically recruiting for client services.

Lucky7 Recruitment are committed to a policy of protecting the rights and privacy of individuals in accordance with the General Data Protection Regulation 2018.

LAWFUL BASIS

To comply with the GDPR, personal information about individuals will only be collected and used where we have lawful basis. Lucky7 Recruitment's lawful basis for processing data include:

Consent where you have given consent for us to process your personal data for a specific reason

Contract where processing of your personal data is necessary for the performance of a contract or because you have asked us to take specific steps before entering into a contract

Legitimate interest where you would reasonably expect us to process your personal data for a legitimate reason. For example, a specific job or job opportunity within an organisation or industry that you have expressed an interest in.

DATA PROTECTION PRINCIPLES

Lucky7 Recruitment collect and process data for the purpose of fulfilling the role of a recruitment agency (job searching, headhunting and CV services).

We will use your information and the subsequent information we collect about you, to create a database. This database and the information it contains will be used by Lucky7 Recruitment for the purpose of assessing your suitability, qualifications and skills. This is not only for current job opportunities but also for work opportunities which we think may be of interest to you in the future.

1. Personal data will be used fairly and lawfully

Those responsible for processing personal data will ensure subjects are informed of the purpose of the processing and any disclosures to third parties

2. Personal data will be used for limited, specifically stated purposes

Data obtained will not be used for purposes that differ from what has been agreed

3. Personal data will be used in a way that is adequate, relevant and not excessive

Data which is not relevant to its purpose will not be obtained, and if voluntarily provided, will not be retained

4. Personal data will be accurate

Data will be reviewed and updated where necessary on a regular basis. It is the responsibility of the data subject to ensure the data held by Lucky7 Recruitment is correct and up-to-date

- 5. Personal data will be kept for no longer than is absolutely necessary**
Personal data will not be held or processed longer than 24 months from the last point of contact with the data subject
- 6. Personal data will be handled according to people's data protection rights**
For more information, see 'YOUR RIGHTS' in this policy.
- 7. Personal data will be kept safe and secure**
Appropriate technical and organisational measures will be taken to ensure all personal data is kept safe and secure. This includes, but is not limited to data being password protected or kept in a lockable room with controlled access.
- 8. Personal data will not be transferred outside the European Economic Area without adequate protection and permission from the data subject**

SUBMITTING PERSONAL DATA

By submitting personal data to us, you are deemed to consent to our processing personal data about you where necessary for specified purposes as explained in this policy. Any candidate who submits personal data warrants that the information provided is complete, true and accurate in all respects.

Whilst we use all reasonable measures, data transmitted across the internet is potentially insecure. Therefore, we cannot guarantee the security of data sent over the internet, including email.

YOUR RIGHTS

Under the GDPR, individuals have data protection rights. You have choices about our use of your data:

- 1. The right to be informed**
You have the right to know why and how your personal data is being processed. For more information, please see 'INTRODUCTION' and 'LAWFUL BASIS' of this privacy notice.
- 2. The right of access**
You have the right to access your personal data held on file by Lucky7 Recruitment. Please email your request to dataprotection@lucky7recruitment.com and we will provide a record of your personal data via email, free of charge and within one month of receiving the request. Personal data will only be released once the requesting individual has been positively identified as the owner of the personal data.
- 3. The right to rectification**
You have the right to have your information corrected if you believe it is factually inaccurate. Lucky7 Recruitment will rectify incorrect information immediately. Where incorrect information has been shared with third parties, it is the responsibility of Lucky7 Recruitment to ensure that the third party is aware of the correction to the information.
- 4. The right to erasure or the right to be forgotten**
In certain circumstances, you can request your details to be deleted or your personal data removed.
- 5. The right to restriction of processing**
In certain circumstances, you reserve the right to stop Lucky7 Recruitment processing your personal data. The restriction may be temporary while the circumstance is reviewed.

6. The right to data portability

You have the right to access and re-use your own personal data held by Lucky7 Recruitment, for your own benefit across different services.

7. The right to object

You have the right to object to the processing of your personal data.

LIABILITY

The user agrees to indemnify Lucky7 Recruitment from and not hold it liable for any and all losses expenses, damages, or delay however occasioned which may arise from use or misuse of this website.

FURTHER INFORMATION

ICO Registration number: ZA164539

Data Controller: Lucky7 Recruitment, Suite 7, Lansdowne Business Centre,
1-2 Lansdowne Court, Bumpers Farm, Chippenham, Wilts SN14 6RZ

DPO: Alana McAfee

If, at any point, you are concerned about how we handle your information, in the first instance, could you please contact our Data Protection Officer via dataprotection@lucky7recruitment.com to allow us the chance to address your concerns.

You can also contact the ICO (the UK's independent body set up to uphold information rights) to lodge a complaint via www.ico.org.uk/concerns or by calling their helpline on 0303 123 1113.