

PRIVACY POLICY

SQCP Ltd registered in England No. 4053700, registered office: SQCP Ltd, 1 Cresswell Park, Blackheath Village, London SE3 9RD.

Haybrook IT Resourcing Ltd registered in England No 4376541, registered office: The Long Barn, Little Baldon, Oxford, OX44 9PU.

This privacy policy explains how we use personal information that we collect about you, including, but not limited to, when you use our website, when we speak to you about roles and services, when you register with ourselves or when you submit your CV to us.

Information that may be collected from you – Candidates

- Website enquiries by completing the enquiry form on either company website, this may also include personal sensitive data contained within your CV.
- Website job applications both via direct or 3rd party job boards or social media sites that we have an affiliation with.
- Email enquiries, if you contact us we may store this information.
- Registration Details – when you register with us we will collect from you, Name, Address, Email Address, Telephone Number, Date of Birth, your preferred hours of work, your salary expectations, NI Number, Transport method. Next of Kin information (you must gain consent to share this with us), education, work history including salary information, IT skills.
- Equal Opportunities – SQCP Ltd & Haybrook IT Resourcing Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy. SQCP Ltd & Haybrook IT Resourcing Ltd shall not discriminate unlawfully when deciding which candidate/agency worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. SQCP Ltd & Haybrook IT Resourcing Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy. We will collect sensitive data – criminal convictions, health and disability information, Ethnic group, age range and gender.
- Identification – when registering with SQCP Ltd & Haybrook IT Resourcing Ltd we will take copies of your ID and store these on your record, these may include passport, visa information, NI number, birth certificate, proof of address, payslips or tax documents.
- If you are employed by SQCP Ltd & Haybrook IT Resourcing Ltd on a contract or temporary assignment we will at point of booking ask for your bank details and for you to complete our starter checklist form. We will also get you to complete our Contract for Services document and ask for two references (you must gain consent to share with us).

Information that may be collected from you – Clients

- If you are a client of SQCP Ltd & Haybrook IT Resourcing Ltd, we need to collect and store information relating to your business, the relationship we have and individuals employed by your business. This will include contact details of the employees whom we have or have had a working relationship with, including name, address, telephone number and email address. We will also store signed terms of business and keep records of candidates placed permanently or on temporary assignments within your organisation.

How will we use the information about you?

- To provide recruitment services to you
- To provide statistical information for monitoring purposes

Sharing your information

We will gain your consent before sharing your information with the following:

- Potential employers
- Referees – we will ask you permission before sending any references

Your information will also be shared to allow us to complete our services:

- HMRC (where by you have been employed by SQCP Ltd & Haybrook IT Resourcing Ltd)
- Our IT system providers
- We may also pass information to prevent or detect crime, to protect public funds, or in other ways permitted or required by law

Website information

- The website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.
- Our website contains links to other websites – this privacy policy does not cover those websites, please refer to their privacy policies.

How long do we keep your personal data for?

We will delete your personal data from our systems if we have not had any meaningful contact with you (or, where appropriate, the company you are working for or with) for five years (or for such longer period as we believe in good faith that the law or relevant regulators require us to preserve your data). After this period, it is likely your data will no longer be relevant for the purposes for which it was collected.

For those candidates whose services are provided via a third party company or other entity, "meaningful contact" with you means meaningful contact with the company or entity which supplies your services.

When we refer to "meaningful contact", we mean, for example, communication between us (either verbal or written), or where you are actively engaging with our online services. If you are a candidate we will consider there to be meaningful contact with you if you submit your updated CV onto our website or take part in any of our online training. We will also consider it meaningful contact if you communicate with us about potential roles, either by verbal or written communication or click through from any of our marketing communications. Your receipt, opening or reading of an email or other digital message from us will not count as meaningful contact – this will only occur in cases where you click-through or reply directly.

Our legal basis for processing your data

Legitimate interest

Article 6(1)(f) of the GDPR states we can process your data where it "is necessary for the purposes of the legitimate interests pursued by (us) or by a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of (you) which require protection of personal data."

Please note that in certain of the jurisdictions in which we operate, a different legal basis for data processing might apply in certain cases.

Candidate data

- We think it's reasonable to expect that if you are looking for employment or have posted your professional CV information on a job board or professional networking site, you are happy for us to collect and otherwise use your personal data to offer or provide our recruitment services to you. This means we would assess your skills against our bank of vacancies, share that information with prospective employers (if applicable) and verify data (by whatever means necessary – referencing, testing etc.) as appropriate.
- We want to provide you with tailored job recommendations via email and relevant articles to read to help and support you on your search for a new position. With this in mind we believe it is reasonable for us to process your data to make sure that we send you the most appropriate content
- We have legal obligations and industry best practise guidelines to follow which therefore means we may be required share your data in connection with crime detection, tax collection or actual or anticipated litigation.

- We also need to use your data for our internal administrative activities, like payroll and invoicing where relevant.

Client data

- To ensure that we provide you with the best service possible, we store your personal data and/or the personal data of individual contacts at your organisation as well as keeping records of our conversations, meetings, registered jobs and placements.

Supplier data

- We use and store the personal data of individuals within your organisation in order to facilitate the receipt of services from you as one of our suppliers. We also hold your financial details, so that we can process payment for your services. We believe that this is a legitimate interest as a recipient of your services.

References, referrals and recommendations

- If your personal information has been provided by a candidate or SQCP Ltd or Haybrook IT Resourcing Ltd employee as one of their referees, we use your personal data in order to contact you for a reference. Obtaining references is part of our industry best practices and is therefore deemed as legitimate interests as an organisation offering recruitment services and an employer.

Consent

Article 4(11) of the GDPR states that (opt-in) consent is "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her".

Occasionally we may rely on soft opt-in consent because we are allowed to market products or services to you which are related to the recruitment services we provide as long as you do not actively opt-out from these communications.

SQCP Ltd and Haybrook IT Resourcing Ltd operate in jurisdictions outside of the European Economic Union. In such jurisdictions we comply with additional local law requirements regarding consenting to receive marketing materials.

You have the right to withdraw your consent to these activities, please see below 'Your Rights'.

Your rights

We will where possible gain written consent to hold your data on our system, this will allow us to contact you regarding any further opportunities which we feel match your job search criteria.

- You have the right to be removed at any time by notifying us in writing at the address below
- You have the right to request a copy of any information that we hold about you by writing to the address below
- You have the right to ask us to amend or remove any of the information we hold on you

Marketing information

From time to time we may send you job alerts and newsletters by telephone or email – we will ask for your consent to do this. You can remove this consent at any time by notifying us by email or writing to us at the address below.

Privacy Policy changes

We regularly review our Privacy Policy and any changes we make will be made on this page.

Contact

If you have any queries about our privacy policy or information that we hold about you please contact us:
By

- Email to: SQCP Ltd admin@sqcp.com or Haybrook IT Resourcing Ltd admin@haybrook.co.uk
- Write to: SQCP Ltd, 1 Cresswell Park, Blackheath Village, London SE3 9RD or Haybrook IT Resourcing Ltd, The Long Barn, Little Baldon, Oxford, OX44 9PU