

Privacy Notice

Pure Resourcing Solutions Limited

Company Name:	Pure Resourcing Solutions Limited ('Pure')
Company Contact details:	Accountable - Gill Buchanan, Chief Operating Officer Responsible - Nadia Mullins-Hills, Data Protection Lead The Workspace, Pioneer Court, Vision Park, Histon, Cambridge, CB24 9PT 01223 209888
Topic:	Data protection

Pure Resourcing Solutions Limited (Pure) is a recruitment business which provides work-finding services to its candidates and recruitment services to its clients/hirers. Pure must process personal data (including sensitive personal data) so that it can provide these services - in doing so, Pure acts as a data controller.

You may give your personal details to Pure directly, such as on an application or registration form or via our website www.prs.uk.com, or we may collect them from another source such as a jobs board. Pure must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

Collection and use of personal data

a. Purpose of processing and legal basis

Pure will collect your personal data which may include sensitive personal data (only where necessary) and will process your personal data for the purposes of providing you with work-finding services. The legal basis we rely upon to offer these services to you is Legitimate interest.

b. Legitimate interest

Where Pure has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- The data subject applies for a job which is advertised by Pure
- The data subject contacts Pure to discuss work-finding services
- Pure identifies the data subject who is passively considering work-finding services via a recruitment business



c. Recipient/s of data

Pure will process your personal data and/or sensitive personal data with the following recipients:

- Mailchimp our Marketing email processor
- Our clients
- Any test providing services such as the Quest Profiler (for psychometric testing) and ISV Fastpath

d. Statutory/contractual requirement

If your personal data is required by law and/or is subject to a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- The withdrawal of any potential offers of temporary, permanent or contract employment either directly via Pure or a client
- The termination of a contract of employment
- The suspension/restriction of further personal data processing

Overseas Transfers

Pure do not transfer any personal data to any countries outside the European Economic Area ('EEA'). The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

Data retention

Pure will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from;

- a. The date of their creation; or
- b. After the date on which we last provide you with work-finding services

Where Pure has obtained your consent to process your personal data;

- Name
- Contact details
- Date of birth
- Address
- Proof of identification and eligibility to work in the UK
- Previous employment details and history
- Proof of NI number

We will process this personal data in line with our [retention policy](#). Upon expiry of that period Pure will seek further consent from you. Where consent is not granted Pure will cease to process your personal data.



Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Pure processes on you;
- The [right of access](#) to the personal data Pure processes on you;
- The [right to rectification](#) of your personal data;
- The [right to erasure](#) of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time

Where you have consented to Pure processing your personal data you have the right to withdraw that consent at any time by contacting Nadia Mullins-Hills, Data Protection Lead via privacy@prs.uk.com or on 01223 209888.

Complaints Procedure

If an individual is not satisfied with Pure's actions, they can seek recourse through our internal complaints procedure, the Information Commissioner or the courts.

Gill Buchanan, Chief Operating Officer will deal with any written or verbal complaint about the way a request has been handled and about what information has been disclosed.

The Chief Operating Officer can be contacted at:

Gill Buchanan
Pure Resourcing Solutions Limited
The Workspace
Pioneer Court
Vision Park
Histon
Cambridge
CB24 9PT Telephone: 01223 209888

If an individual remains dissatisfied, they have the right to refer the matter to the Information Commissioner.

The Information Commissioner can be contacted on 0303 123 1113 or at <https://ico.org.uk/concerns/>, if you believe that your data protection rights have not been adhered to.

