



Privacy Policy & Data Protection

Lionsgate Contractors limited are committed to protecting the privacy of anyone using our services and the confidentiality of any information that you provide us with. The Company is a recruitment business which provides work-finding services to its clients and work- seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services effectively – in doing so, the Company acts as a data controller.

The purpose of this statement is to set out how we use any personal information that we may obtain from you via you providing your personal details to the company directly, such as on an application or via our website, or we may collect them from another source such as a jobs board. The Company 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.

Secure Passwords are used for ALL computerised systems. Data is stored on a secure cloud environment within a secure off-site Data Centre located in the UK, with the latest encryption and VPN connectivity and is managed by an external IT services provider to ensure systems and security is managed effectively. Only employees who need the information to perform a specific job are granted access to your information. We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose online and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

You have the right to see personal data (as defined in current data protection legislation including GDPR) that we keep about you upon receipt of a written request. In the event that you wish to complain about how we have handled your personal data you may also make a formal complaint in writing and we will look in to your complaint and work with you to resolve the matter.

Any requests in line with the above should be sent to:

Jason Sekhon, Sales Director

Email – jason@lionsgatecontractors.co.uk

Telephone – 01905 382 698

Post – Lionsgate Contractors Limited, Sansome Lodge Sansome Walk, Worcester, Worcestershire, WR1 1LH

What does this Policy cover?

- 1.) Sets out the types of personal data that we collect about you
- 2.) Explains how and why we collect and use your personal data
- 3.) Explains how long we keep your personal data for
- 4.) Explains when, why and with who we will share your personal data;
- 5.) Sets out the legal basis we have for using your personal data;
- 6.) Explains the effect of refusing to provide the personal data requested;
- 7.) Explains the different rights and choices you have when it comes to your personal data; and
- 8.) Explains how we may contact you and how you can contact us.

What personal data do we collect about you?

We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of recruitment. This information includes CV's, identification documents, educational records, work history, employment and references, emergency contact details, bank details, unspent criminal convictions, DBS / security vetting and other testing results as part of an interview process.

We may also in some instances collect sensitive personal data about you, in the form of health declarations and biometric data. We only collect sensitive personal data from you, and further process this data, where you have given your explicit consent.

Where do we collect personal data about you from?

The following are the different sources we may collect personal data about you from:

- The information you provide to us directly while searching for a new opportunity and/or during the different recruitment stages.
From an agent/third party acting on your behalf. e.g. Contractors Limited Company.
- By Reference or word of mouth. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.
- Through publicly available sources, such as social media and job boards, for example; CV library or total jobs.

How and why we use your personal data?

We use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and then pass this on to the client in search of personnel. If you are chosen by the client and go through to the next stage we will then be collecting more information from you at the interview or equivalent other further stages.

How long do we keep your personal data for?

If we have not had meaningful contact with you for a period of one year, we will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it . Such examples would be due to our obligations to tax authorities or in connection with any anticipated litigation.

Who do we share your personal data with?

The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you. The more information we have about you, your skills, experience and requirements, the more specific we can make the service we provide. Primarily we will share your information with prospective employers to increase your chances of securing the job you want.

What legal basis do Lionsgate Contractors have for using your information?

For prospective candidates, contractors, referees and clients, our processing is necessary for our legitimate interests in that we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees.

If you are interviewed and submitted as a candidate, then this may involve the processing of more detailed personal data including sensitive data such as health information that you or others provide about you. In that case we always ask for your consent before undertaking such processing.

For clients, we may also rely on our processing being necessary to perform a contract for you, for example in contacting you.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data, we may not be able to match you with available job opportunities.

Do we make automated decisions concerning you?

No, we do not carry out automated profiling.

Links to External websites

The Company's website may contain links to other external websites. Please be aware that the Company is not responsible for the privacy practices of such other sites. When you leave our site, we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website

Cookies

Most websites use cookies in order to make them work, or to work more efficiently, as well as to provide information to the owners of the website. They help us to understand how our customers and potential customers use our website so we can develop and improve the design, layout, content and function of the site. Cookies are small text files that are placed on your computer's hard drive by websites that you visit. They save and retrieve pieces of information about your visit to the website – for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. This means that when you go back to a website, it can give you tailored options based on the information it has stored about you on your last visit.

We use cookies in order to manage core administrative features. These are considered essential for the operation of this website.

We also use Google Analytics to track visitor data trends and general usage statistics. We do not collect any personal information via these cookies other than your IP address. This information is automatically deleted after 14 months following your last visit to our website.

The rules about cookies on websites have changed. If you are uncomfortable with the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your computer. You can also delete any cookies that are already stored on your computer's hard drive. However, please be aware that if you do delete and block all cookies from our website, parts of the site may not work. Likewise, you may not be able to use some products and services on other websites without cookies.

To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit <http://www.allaboutcookies.org>.

What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

1. The right to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.

2. The right of access

You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy).

This is so you're aware and can check that we're using your information in accordance with data protection law.

3. The right to rectification

You are entitled to have your information corrected if it's inaccurate or incomplete.

4. The right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

5. The right to restrict processing

You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

6. The right to data portability

You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

7. The right to object to processing

You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).

8. The right to lodge a complaint

You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.

9. The right to withdraw consent

If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know.

How will we contact you?

We may contact you by phone, email or social media. If you prefer a particular contact means over another please just let us know.

How can you contact Lionsgate Contractors?

If you are unhappy with how we've handled your information, or have further questions on the processing of your personal data, contact us here:

Jason Sekhon, Sales Director

Email – jason@lionsgatecontractors.co.uk

Telephone – 01905 382 698

Post – Lionsgate Contractors Limited, Sansome Lodge, Sansome Walk, Worcester, Worcestershire, WR1 1LH