

At Energis Recruitment we are committed to protecting and respecting the privacy of candidates, clients and users of our website. We obtain information from you when you use our website, or other advertising mediums to apply for advertised job vacancies. Your information is held on a secure database in the strictest confidence and we do not share this information with any of our clients prior to obtaining your permission. You can be assured we do not sell or trade your information with other businesses!

### **What is the legal basis for processing the information?**

Your data will be processed under the lawful basis of legitimate interest and any data requested will be used for recruitment purposes only.

Personal data is collected in order to facilitate an effective recruitment process for candidates and clients by helping to assess your skills, experience, qualifications and suitability for both the position you have applied for, and future vacancies that may be of interest to you. Without this information we are unable to assess your suitability for the job vacancy applied for.

Energis Recruitment may process and use your personal data to contact you via telephone, email or other means of communication.

### **How we receive your information and how we use it.**

Energis Recruitment may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of religion or ethnic origin, to assist our clients to fulfil their obligations to the Equality Commission. Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.

This data will have been provided directly by you through our website, or through a third party, such as a referral or Job board company.

Data will be shared only with our clients for the purposes of securing employment for our candidates.

Energis may from time to time send out news and industry updates job alerts by e-mail, this is for the purpose of keeping you informed of the latest developments / jobs in your nominated industry. Should you decide that you no longer wish to receive this information, you can unsubscribe by replying "Unsubscribe".

### **Where is your data stored?**

We use specialist recruitment industry software to manage your CV and registration details, communication and application process. All of our systems are protected and only Energis Recruitment consultants have access to the personal information stored. This system is only accessible with individual log in details and we will never pass your details to a client or any third party without your consent.

Data will be stored for a period of 12 months.

## **Breaches**

In the unlikely event that our computer systems are compromised and there is a potential loss of confidentiality we will report this breach to you within 72 hours of being notified of such an event and take any action necessary to restore security of your personal data.

## **Access to your personal data.**

If you would like to make a request for access to, or to delete your personal information please contact [info@energisrecruitment.com](mailto:info@energisrecruitment.com)

If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified will be deleted.

If Energis Recruitment receive a request for access to personal information we will verify your identify before releasing your personal data to you. We will not release information to any third party.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office.