

Kage Partnership Privacy Policy

The Kage Partnership is committed to protecting and respecting your privacy. Whenever you provide personal information to us we will treat your information in accordance with this Policy and current Data Protection legislation.

This Privacy Notice sets out what information we collect from you, what we will do with it and who it might be shared with. Please read this policy carefully.

We may update this policy, but all changes will be posted on our website, please check it from time to time to make sure you are happy with these changes. This policy is effective from 14th May 2018.

The person responsible for Data Protection at the Kage Partnership is Lois Hare.

How do we collect information from you?

We collect information from you when you fill out our application form on our website, sign up to our newsletter on our website, or when you contact us directly about your job search or vacancy. This information may also be collected face to face if we meet with you, over the phone and by email. We may also collect information about you from social media such as LinkedIn, Twitter etc, depending on your privacy settings and/or your engagement with us.

What information do we collect from you?

We may collect the following information depending on whether you are a recruiter or job seeker:

- Name (job seeker and recruiter)
- Contact information including email address (job seeker and recruiter)
- Job title and career history (job seeker and recruiter)
- CV (job seeker)
- Job application details (job seeker)
- References, Visas, proof of your identity (job seeker)

What information do we hold about you?

As well as the above information, and as part of the process in helping you find a job or fill a vacancy, we may also keep information on:

- Feedback from recruiting clients and feedback from job seeking clients
- Written notes taken when we interview you (job seeker)
- Details of jobs that you apply for through the Kage Partnership, Applications, interview details and outcomes (job seeker)
- Email communications that we have with you (job seekers and recruiters)

Sensitive data

If you are a job seeker, we may occasionally hold sensitive information about you that is classified as Special Category Personal Data. This might include information about your race, ethnic origin, politics, religion, health and sexual orientation.

We would not directly ask you for information about this type of data, but if you were to tell us personal information that comes under any of these categories because you felt it affected your job search and

that it was important for us to know, then we might record it on our database, but only with your express permission. This type of information would be kept securely and never passed onto a third party unless you specifically asked us to.

In addition, as part of the recruitment process we may be asked by a recruiter to collect sensitive data, and possibly information about criminal convictions, on their behalf in the form of an Application or Equal Opportunities form. This will be forwarded directly to the recruiter and not used for any purpose by the Kage Partnership.

Why do we collect this information and what do we do with it?

We collect this information to help us provide you with the best possible recruitment service, and in particular for the following reasons:

Job Seekers

- For the purposes of sending you appropriate jobs, and putting you forward for vacancies that you are interested in
- To provide the recruiting client with the information they need to successfully assess your application
Please note the Kage Partnership will NEVER send your details to a recruiting client without your prior permission.

Recruiters

- For the purpose of sending you relevant CVs and Application Forms
- To write a brief for our job seekers about your vacancy and relevant background information to the role and your organisation
- To inform job seekers at interview stage about the members of the recruitment panel

Job Seekers & Recruiters

- Internal record keeping
- We may use the information to improve our products and services
- To send you our newsletters and other information which we think you may find interesting using the email address which you have provided. You will always be able to unsubscribe from these emails

Legal basis for processing your information

We are processing your information under the legal basis called Legitimate Interest. This means that as a recruitment agency, the collection and processing of your personal data is both necessary, as you would expect, and in the interests of the Kage Partnership in order for us to provide you with an effective recruitment service.

As a job seeker, we only collect information that will help us build a picture of your work experience to date and the types of jobs you are looking for next. This ensures we can perform our duties properly as a recruitment agency and only put you forward for jobs that match your experience and the requirements of the recruiting client.

If you were to tell us any personal information that is listed under Special Categories of Personal Data (see above), then we would only keep this information if you felt it necessary for us to help you with your job search. In this situation we would hold this type of data under the legal basis of Legitimate Interest and the additional condition of Explicit Consent. This means that we would always ask your permission before holding any data you may tell us that falls under the heading of Special Categories of Personal Data, and never pass this on to a third party without your explicit consent.

As a recruiter, we only collect information that we need to keep you fully informed during the recruitment process, and that helps us fully understand your vacancy so we can effectively promote it to our job seekers and ensure we only put forward appropriate candidates.

We will only collect personal information that is necessary for us to perform our duties as a Recruitment Agency, providing it does not severely impact your own privacy rights. If you have any queries about this, or have any objections to your data being processed, or the legal basis under which we are processing your data, please do not hesitate to contact us. See Controlling your personal information for further details.

Who might we share your information with?

We will keep your personal information confidential, and will not supply it to any third party without your consent, unless we are obliged or permitted by law to do so.

When you decide you would like to apply for a role through us, we will send your personal details to the recruiting client, but only once we have your express permission.

As a recruiter, we may pass on your name to a job seeker attending for interview if you are on the interview panel, or if you are the main point of contact during the recruitment process.

How long do we keep hold of your information?

We keep the information we hold about you on a secure database. We will try and keep this information up to date, but we also keep historical information you have given us so that when you contact us again we are in a better position to help you with any future job searches.

We will keep your personal data for 5 years, after which time if we haven't had any contact with you we will delete your information. We have chosen this retention period because statistically this is the average amount of time people tend to stay with the same employer.

If you contact us, and we feel that we are unable to help with your job search, we will delete your details immediately, unless you choose to sign up to our newsletter.

Security

We are committed to ensuring that your information is secure and will do everything we can to prevent unauthorised access or disclosure. The Kage Partnership will use industry standard security measures to protect the personal information we hold, and will ensure that Kage Partnership staff are trained in handling your data securely.

We will also obtain assurances from our third party suppliers that they will safeguard personal information in line with this Policy.

How we use cookies on our website

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. You can find out more about cookies at www.allaboutcookies.org

We use session based cookies on our website, which allows users to be recognised within a website and link the actions of a user during a browser session. They are not used to store data, and the cookies expire when you close your browser session.

We also use Google Analytics which help to measure how users interact with our website. The cookies collect information in an anonymous form, including the number of visitors to the site, where they have come to the site from and the pages they have visited.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. Please note that this Policy only applies to this website so if you follow a link to a third party site, please make sure you read the Privacy Policy on that site. We do not accept any responsibility for third party sites.

Controlling your personal information

If at any time you would like to see the personal information we hold about you, please request a copy by contacting Lois Hare, Office Manager on lois@kagep.com.

If you think any of the information we hold about you is incorrect or out of date, please email lois@kagep.com or write to us at the address below and request that the information be updated or removed.

You can always opt out of receiving our newsletter and any marketing materials we might send you. Please just email lois@kagep.com with unsubscribe in the subject line.

If you would rather we did not process your data, and would like your personal details removed from our records, please email lois@kagep.com or contact Lois at the address below.

Making a complaint

If you are unhappy about the way we have processed your information you have the right to lodge a complaint with the Information Commission www.ico.org.uk tel: 0303 123 1113.

How you can contact us

For further information about this Privacy Policy and how we collect and use your personal information, please do not hesitate to contact Lois Hare at lois@kagep.com or at the Kage Partnership, Vox Studios, 1-45 Durham Street, London SE11 5JH.

Date of this policy: 14th May 2018