



Data Protection Policy

Here at **Eclipse Recruitment**, we value highly our relationships with our applicants, candidates and clients. That is why we want to be completely transparent about why we need the personal information we request when you sign up with us, and how we will use it.

We are fully committed to protecting your information and using it responsibly. Please read our privacy policy below to understand how we collect, use and store your information.

Our privacy policy is fully compliant with **GDPR** (General Data Protection Regulation) which is intended to strengthen and unify data protection for all individuals within the EU.

For more information on GDPR, please access the following links:

<https://www.eugdpr.org/>

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have any questions about this privacy policy and how we use your information, you can contact us at:

Eclipse Recruitment

West End Office

34 South Molton Street

London

W1K 5RG

Email: paul@eclipserecruitment.co.uk

Why do we use your information?

We will only use your information where we have a legal basis to do so and will always respect your rights. Where we do use your information, this will be because you have consented to us doing so or because we have a legitimate interest to use it. When we use your information with consent, it is done so in a way that is unobtrusive and respects your rights. Other reasons may include using information because we have a legal obligation to do so or because we have to fulfil contractual obligations. Your information will never be used without your permission, and you will have a right to withdraw your information from our records should you wish.

Information on Applicants

We access applicants' information to help us match them to suitable assignments. We treat all personal and sensitive information we hold as highly confidential and private, as this information is not shared with our clients. We only give access to personal and sensitive information that is necessary and where consent has been given.



Information on clients, organisations and projects

We treat all information held about clients and client projects as highly confidential. Our clients are aware of our privacy policy and **GDPR** compliance, and have been notified of the responsibilities at their end. We restrict the number of people who have access to client data to a bare minimum. The only personal and sensitive details that are shared with our clients are the applicants name and area they live in; if the applicant is successful and with their written consent, the applicants full details will be sent to the client.

What information do we collect and how do we collect it?

When applicants apply for work they are asked to complete a registration card before they can proceed to interviews. Within this registration, applicants are asked to provide personal data, such as date of birth, address, passport details in order to check the applicant can work in the UK. Contact details for the applicants (phone and email) are also requested, with their consent given to enable them to be contacted via these means. When we give an applicant a temporary booking we will request bank details and completed Inland Revenue tax forms.

Clients provide us with contact emails, phone numbers, and information on relevant employees working on specific assignments. They are instructed to ask permission from their colleagues and employees before sharing any of this information with us. Client information is requested and collected at the beginning of project phases, and is regularly updated.

How do we use your information?

We will only use your information when necessary to carry out assignments, and only when consent has been given. This can include:

- Responding to and fulfilling any requests, complaints or queries you make to us.
- Providing you with information about assignments, projects and available work.
- Allocating jobs.
- Contacting you by phone or email with regards to a query we have about the work you are doing for us.
- Reviewing information given about an assignment (such as verifying locations, times etc)
- Informing you about updates to accounts, projects, policies etc.
- Providing ratings, reports and analysis to clients.

Keeping your details up to date

We will periodically request that you update your details in our system, or confirm that the information we have for you is still accurate. Please let us know if you make any changes to your details in the meantime by contacting us.

Sharing your information

We will never share your information with third party organisations. Personal and sensitive information about applicants may be shared with clients, and vice versa, but only where consent has



been given and where deemed necessary by both parties. This may include sharing information for samples and collated reports. When information is shared, it will be only the necessary, basic information; no sensitive personal information will be shared.

How long do we keep your information?

Currently, if you are an active candidate then **Eclipse Recruitment** will hold your data until you ask for it to be removed. Candidates who have been inactive for over two years will be removed from our system.

Your rights

Under the General Data Protection Regulations (**GDPR**) you have the following rights:

1. **The right to be informed** – the right to receive privacy information and information on how we process your personal data.
2. **The right of access** – the right to know that we are processing the personal data you have provided to us and, in most cases, the right to ask for a copy of the data we hold.
3. **The right to rectification** – the right to request that we correct inaccurate data or complete incomplete data that we hold for you.
4. **The right to erasure** – also known as the right to be forgotten. You have the right to request that we erase all data we hold for you.
5. **The right to restrict processing** – you have the right to restrict the way we process your data in certain circumstances, e.g. if you contest the accuracy of any data, if our processing is unlawful etc.
6. **The right to data portability** – you have the right to receive a copy of certain personal data or to have it transferred elsewhere in some circumstances.
7. **The right to object** – you have the right to object to us processing your data under certain circumstances.
8. **Rights in relation to automated decision making and profiling** – automated decision making will not be used unless absolutely necessary.

How we keep your information secure on our software

We take appropriate measures to ensure the confidentiality, integrity and availability of systems. Most of our data at **Eclipse Recruitment** is held on our online system; detailed measures have been taken to ensure their system is as safe as possible.



Email communication

Where emails are sent from **Eclipse Recruitment** to applicants and clients, we cannot encrypt these emails. There is always a slight chance that email communication can be intercepted, so we cannot guarantee that these are fully secure.

Complaints

If you have any complaints about how we handle your personal data, please contact us so we can resolve the issue, where possible.

Changes to the Privacy Policy

We may update this policy to reflect changes in how we use this information. When the policy is updated, you will be asked to agree to it again to ensure full transparency.