

Data Protection Policy:

Company Name:	Permanent Futures Limited ('Futures')
Company Contact Details:	Futures Data Protection Contact is: Heena Panesar Finance Director 0113 2050120
Document DP5B	Privacy Notice (when personal data is obtained from a 3rd party)
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Futures is a recruitment business which provides work-finding services to its clients and work-seekers. Futures must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Futures acts as a data controller.

You may give your personal details to Futures directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Futures 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.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Futures has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Categories of data

Futures has collected the following personal data on you:

Personal data:

- Name,
- Address,
- Mobile and other telephone numbers,
- Email address,

info@futures.co.uk | www.futures.co.uk

PERMANENT FUTURES LTD: 19 New Street, Horsforth, Leeds, LS18 4BH
Company Registration Number: 04430310 | VAT Number: 790331045

FUTURES

- Qualification and other information necessary to prove your suitability to undertake roles in which you are interested,
- Your CV,
- ID and passport record,

Sensitive personal data:

- We do not hold sensitive personal data.

c. Categories of data

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

- Keeping our records of work-seekers up to date,
- Managing our database of these records,
- Allowing Futures to contact work-seekers to seek consent when this may become necessary,
- Providing work-finding services to individuals which will include sending individual's information to clients where the individual has indicated an interest in the kind of work on offer at that particular client,
- Keeping all work-seekers informed of the types of roles we are recruiting for which match your criteria.

d. Recipient/s of data

Futures will not process your data with any third party unless you have specifically asked us to process your pay etc. through a limited company or an umbrella company.

2. Overseas Transfers

Futures will not transfer your data to any overseas company.

3. Data Retention

Futures 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.

We must also keep (where applicable) your payroll records, holiday pay, sick pay and pension autoenrollment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Futures has obtained your consent to process your personal and/or sensitive personal data, we will do so in line with our retention policy. Upon expiry of that period Futures will seek further consent from you. Where consent is not granted Futures will cease to process your [personal data and/or sensitive personal data.

4. Your Rights

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

- The right to be informed about the personal data Futures processes on you;
- The right of access to the personal data Futures 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 Futures processing your personal data and/or sensitive personal data you have the right to withdraw that consent at any time by contacting Futures Contact noted on page 1 of this document.

5. Automated Decision-Making

Futures does not undertake any form of automated decision-making.

6. Source of the Personal Data

Futures sourced your personal data/sensitive personal data by the following means:

- From a job board on which you have previously registered and uploaded your CV,
- From publicly accessible sources such as LinkedIn (where appropriate),
- Via business development activities.

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.