



Privacy Notice

PS Recruitment Specialists provides services to clients across the UK. All references to “**PS Recruitment Specialists**”, “the firm” and “the Partnership” on this website mean **PS Recruitment Specialists**.

PS Recruitment Specialists is registered in England and Wales with registered number **07669038**. It is authorised and regulated by **Companies House**.

How we use the information you provide:

In the process of carrying out our services it is important for the firm to retain personal data about you, for the purpose of providing services to you. Your information is a contractual requirement and we have a legal basis upon which to control/process your data. Failure to provide it will mean that we will be unable to provide the services you have requested.

Categories of personal data include, but are not limited to: **Name, Address (including email), Date of Birth, Telephone Number, Personal Identification Documents, ‘Right to Work’ Documents (if Applicable), Bank Name and Account Details, Educational and Work history, DBS Certificate / Criminal Records Checks.**

The collection of this personal data is a regulatory requirement for us, in order to comply with our obligations under the law. We will need to process your data for the purposes of identification checks and anti-money laundering checks and also to allow us to provide our services to you.

We may also retain and process your personal data in order to inform you of the full professional services which we provide.

Who we share your information with:

For the purpose of providing our services to you we may share your personally identifiable information with:

- Organisations which provide a service to us or act on our behalf, on the understanding that they will keep the information confidential, for example, our IT providers, Accountants and other technical experts. If they are located in another country (which may be outside the European Economic Area) we will make sure that they agree to apply the same levels of protection as we are required to apply to information held in the UK and to use your information only for the purpose of providing the service to us.

- Any third party to whom we have a duty to do so in order to satisfy any legal or regulatory requirements, such as The Solicitors' Regulatory Authority, The Legal Ombudsman, HMRC and HM Courts and Tribunal Service to name a few.
- Any other third party or organisation to whom you maybe supplied or for work seeking purposes.

When you provide personally identifiable information to us, we use it solely for the purposes for which it was provided in accordance with this notice. Our policy is not to share personally identifiable information with third parties, unless required by law or as required to perform our obligations to you or as necessary as described.

The personal information you provide to us will be retained only for as long as necessary to fulfil the purposes for which the information was collected or as required by law.

Your Rights:

Under the General Data Protection Regulations, you have a number of 'rights', to ensure that your personal information is being managed appropriately. Specifically, you have the right:

- To be informed.
- Of access.
- To rectification.
- To erasure.
- To restrict processing.
- To data portability.
- To object.
- In relation to automated decision-making and profiling.

Who should you contact?

In the event that you are concerned about the way your personal information is being managed by **PS Recruitment Specialists** you should, in the first instance, contact our Data Protection Officer, **Helen Dean**, at **helen@ps-recruitment.co.uk** for further information. You also have the right to complain to the Supervisory Authority (ICO at www.ico.org.uk) about our data processing activities.