

PRIVACY NOTICE

Assimilate Limited's Privacy Notice is in line with the General Data Protection Regulations ("GDPR"), with effect from 25 May 2018.

1 INTRODUCTION

Assimilate Limited ("**we**", "**us**" or "**our**") is a specialist recruitment and training company providing services to candidates, employees and clients ("**employers**") in the Scientific and Engineering sectors across the UK and worldwide.

The protection of your data is very important to us. This privacy notice outlines how we look after the personal data of candidates, training delegates, employers and suppliers, how we use the data, where your data is stored, who has access to it, your privacy rights and how the law protects you.

2 CONTROLLER

Questions in relation to this privacy notice can be directed to Helen George as our Data Protection Officer (DPO) at:

Full name of legal entity: Assimilate Limited
Name or title of DPO: Helen George
Email address: helen@assimilate-ltd.co.uk
Postal address: Oaklands, Bridgnorth Road, Highley, BRIDGNORTH WV16 6JG

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

It is vital that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us by emailing helen@assimilate-ltd.co.uk.

3 WHO DO WE STORE DATA ON?

We store personal data on the following groups of people:

- 3.1 Candidates:** we store information on job seekers ("**candidates**") in order to present relevant job vacancies to the candidate and process a job application. Candidates may be actively seeking a new position or passively interested in hearing about opportunities
- 3.2 Employers:** information is stored on employers so that we can provide two-way communication about current vacancy requirements within the employer's Company and present potential candidates for that vacancy
- 3.3 Training delegates:** basic contact details (work email address and work telephone number) are stored in order to liaise with delegates that take part in our training courses
- 3.4 Suppliers:** information is held in order to make contact about the suppliers' products or services

4 HOW DO WE USE YOUR INFORMATION?

4.1 CANDIDATES

If you are a jobseeker ("**candidate**", "**you**"), your data is used by Assimilate Limited to provide our services to you in our capacity as an employment business / agency, finding you suitable work whether on a permanent or contract basis based on your requirements, skills, experience and location.

We collect the following information about you in order to match job opportunities with our clients to your requirements:

- Your name
- Your address
- Your personal email address
- Your telephone number (mobile/landline)
- Your Skype ID (if necessary for an interview stage – see below)
- CV/work history
- Job preferences including role, geographical areas and salary
- Any other work-related information you provide, for example, education or training certificates

We use various methods to collect data from and about you such as:

- Your direct approach to us via email or our website;
- Third parties – i.e. our subscriptions to Job Boards – CV databases and job advertising;
- Social Media.

At every point in our recruitment process, where your personal data needs to be shared with a third party, i.e. the employer we are working for, your permission will be sought and recorded on our database system. In fact, our automated ATS/CRM system will not progress your application without your intervention using a hyperlink permission button. At no point will any part of your personal data be shared outside Assimilate without this express permission from you.

4.2 CLIENTS ("EMPLOYERS")

If you are a client ("employer") we will store information on you in order to provide our services as a recruitment agency and training course provider. Your information will be used to liaise with you about vacancies you have instructed us to source candidates for, or a training course you have commissioned us to provide for your staff.

We store the following Employer information:

- Your name
- Your Company and job title
- Your work email address
- Your work telephone number
- Your Skype ID if necessary

Your details are stored on our database system and are not shared with any third parties without your express permission received by email and recorded on our system.

4.3 TRAINING DELEGATES

Assimilate Limited will utilise your work email address and work telephone number in order to liaise with you about the Assimilate training course you will be attending.

We store the following Training Delegate information:

- Your name
- Your Company and job title
- Your work email address
- Your work telephone number

Your details are stored on our database system and are not shared with any third parties.

4.4 SUPPLIERS

We store the contact information of the suppliers that we work with, in order to make contact about their product or service. We may deem it appropriate to share this information with another third party that we work with by way of a recommendation, however, we will always seek permission of the supplier beforehand.

We store the following Supplier information:

- Your name
- Your Company and job title
- Your work telephone number
- Your work email address
- Details of your product/service
- Pricing agreements, contracts etc.

5 WHERE IS MY DATA STORED?

We store your information on a recruitment CRM/ATS software. Our software supplier utilises best-in-class data centres for hosting your information that are fully compliant of Industry Standard Accreditations, so you can be assured that all your data is safe in the Cloud.

- SAS70 Type II – Detailed Service Auditor Report
- PCI DSS Level 1 – PCI Data Security Standard
- ISO 27001 – Certification for Security Management System
- FISMA – Government Agency's standard for Federal Information Security Management Act

Our email system is powered by Microsoft 365.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those third parties who have a business need to know. They will only process your personal data on our instructions, following your permission and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

6 HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and

whether we can achieve those purposes through other means, and the applicable legal requirements.

By law, we have to keep basic information about our customers and candidates (including Contact, Identity, Financial and Transaction Data) for six years after they cease being a customer or candidate for tax and contractual purposes.

We accept that employment circumstances change and we will only retain your information with your permission or should your information remain on a Job Board database, which would indicate that you are open to receiving information about new, relevant job opportunities as they arise.

You can ask us to delete your data. This is called '**choose to be forgotten**'. You may wish us to delete you because you are no longer seeking a new job or you are not open to receiving information about future opportunities. You can request that your details are forgotten by emailing: helen@assimilate-ltd.co.uk, and enter 'Choose to be forgotten' in the subject box.

Upon receipt of your email we will delete your records from our database and all emails associated with it. You will then receive one final email from us informing you that this action has been completed.

If you 'Choose to be Forgotten' from any of the third party Job Boards that we subscribe to, we will receive notification from them and will delete your details from our own system.

7 THE USE OF COOKIES

If you leave a comment on our website you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

When you sign in to the Candidate or Client portal on our website, we generate cookies that let us know whether you are signed in or not. The servers of our portal supplier, use these cookies to work out which account you are signed in with.

Our website traffic is monitored by Google Analytics. These cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from and the pages they visited. If you do not allow these cookies we will not be able to include your visit in our statistics. You can read the full Google Analytics privacy policy at: <http://www.google.com/policies/privacy>.

8 SOCIAL MEDIA FEATURES

Our website uses social media features, such as the Facebook "like" button, the "Tweet" button and other sharing widgets ("Social Media Features"). You may be given the option by such Social Media Features to post information about your activities on a website to a profile page of yours that is provided by a third party social media network in order to share with others within your network. Social Media Features are either hosted by the respective social media network or hosted directly on our website. To the extent the Social Media Features are hosted by the respective social media networks, the latter may receive information that you have visited our website from your IP address. If you are logged into your social media

account, it is possible that the respective social media network can link your visit of our websites with your social media profile.

Your interactions with Social Media Features are governed by the privacy policies of the companies providing the relevant Social Media Features.

9 CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. We will always contact you first to outline this change of purpose and will only continue with your permission and 'Accept' selection to do so.

We will not use your personal data for an unrelated purpose.

10 YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You can request a copy of the personal data that we hold on you by emailing: helen@assimilate-ltd.co.uk

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.