

Future Prospects Group ('the Company') is a recruitment agency which provides work-finding services to potential and existing employers and hirers ('clients') and members of the public who require work finding services ('work-seekers').

The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application form or registration via our website, or we may collect them from another source such as a jobs board. The Company 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. At all times we will comply with current data protection laws.

### **Collection and use of personal data**

#### **Purpose of processing and legal basis**

The Company will collect 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. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our internal databases, shortlisting you in consideration for job opportunities and developing and managing our services and relationships with you and our Clients.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest

#### **Legitimate interest**

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the company has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Managing our database and keeping work-seeker records up to date
- Providing work-finding services to you and our Clients
- Contacting you to seek your consent where we need it

## Privacy Notice

### Recipients of your data

The Company may process and share your personal and/or sensitive personal data with the following recipients:

- Clients (whom we may introduce you to)
- Former employers whom we may seek references from (only at offer stage)

### If your personal data is (initially) captured from a 3<sup>rd</sup> party

The Company can obtain personal and sensitive personal data about you from a third-party source (if you have already provided this), including:

- Job boards (CV Library, Totaljobs, Jobsite, Indeed (plus associated job boards))
- LinkedIn

If we have this data, we will not provide work-finding services until we have your consent. We will contact you and seek your consent to process your data. If you decline, or do not respond to our request for your consent, there is no requirement for the Company to store your data and we will securely dispose of the data we hold within 30 days.

### Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may require us to keep different data for different periods of time. For example, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, require the Company 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.

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our Retention Policy (see below).

Upon expiry of that period the Company may seek further consent from you. If we do not have your consent or you withdraw your consent, the Company will cease to process your personal and sensitive personal data unless there are other reasons (such as reasons under legitimate interest, legal entitlement or obligation, or if we are bound by contract) to do otherwise.

### Retention Policy

#### What is personal and sensitive personal data

Examples of 'personal data' we may gather about you can include (but is not limited to) your: *name, email address, postal address, telephone/mobile number(s), date of birth, your National Insurance number, next of kin information, education and work histories, referees etc.*

and 'sensitive personal data' might include your: *unspent criminal convictions, special needs to enable you to work, anything of possible detriment to the interests of a client if you were to work for them, etc.*

#### How long we process your data for

If you do not find work through us, we either:

- Safely and securely destroy your personal and sensitive personal data within 24 months of our last dealings with you.
- Receive new consent from you to retain your personal data and sensitive personal data

If you find work through us, we either:

- Safely and securely destroy your personal and sensitive personal data within 36 months of our last dealings with you
- Receive new consent from you to retain your personal data and sensitive personal data

To effectively manage these processes, we:

- Have countermeasures and controls in place to check communication via our online management system(s)
- Proactively work with you to receive new consent to enable us to retain your personal data and sensitive personal data

### Your rights

You have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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;

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- 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 the Company processing your personal and/or sensitive personal data, you have the right to withdraw that consent at any time.

In order to do so, please write or email your withdrawal of consent to:

Data Protection Lead  
Future Prospects Group  
Balderton Hall  
Fernwood  
Newark  
Nottinghamshire  
NG24 3JR

[hello@myfutureprospects.com](mailto:hello@myfutureprospects.com)

## Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please do so in writing or email to:

The Directors  
Future Prospects Group  
Balderton Hall  
Fernwood  
Newark  
Nottinghamshire  
NG24 3JR

[simon.gabbitas@myfutureprospects.com](mailto:simon.gabbitas@myfutureprospects.com)

You also have the right to raise concerns with the ICO 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.

[myfutureprospects.com](https://myfutureprospects.com) | [futureprospectsgroup.com](https://futureprospectsgroup.com)

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