

Privacy Statement

Manhay Limited are committed to ensuring the protection and security of an individuals data.

This Privacy Statement sets out how Manhay Limited will handle your personal information.

This Statement together with our website terms of use and any other documents added from time to time sets out the basis on which any personal information we collect from you or that you provide to us will be or is being processed as well as setting out your rights under all applicable data protection legislation.

Who we are:

Manhay Limited are a recruitment business operating as both a recruitment agency for the purposes of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

Manhay Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We, at Manhay, strives to provide our applicants and clients with an effective recruitment process- both if you are seeking employment or if you are seeking a member of staff. We are working hard to make sure we are fully compliant with the new legislation, without interruption to the services we offer.

We specialise in the placement of individuals into suitable permanent PAYE or Fixed Term Contract roles within the education sector with our clients across the country.

We collect personal information from the following types of individuals to enable us to undertake our business and provide services to our group businesses:

- Prospective and current applicants for placements available with our clients (“Applicants”)
- Prospective and current clients and client contacts

Applicants:

Where you contact us directly, the information we collect from you will include anything you provide to us by corresponding with us by phone, email or otherwise.

Where you are an Applicant the information we collect may come from our third party service providers and publicly available websites to which you are registered or subscribed.

The information you give us or we collect may include your name, address, private and where applicable business email addresses, phone number, information listed on your CV including employment history and education and training details and any links to personal or professional social media or other web based platforms.

As part of our registration, or at the latest, where you are successful in being selected for interview or placed with one of our clients, you will be required to provide additional information required to satisfy our own legal requirements as well as those of our end clients. Such information would include sensitive personal information such as criminal allegations or convictions, references, passport numbers and any other required Right to Work confirmations.

We are a proactive agency- so we use means such as job boards, referrals, LinkedIn to connect with applicants who are actively seeking permanent employment. When new applicants are added to our ATS / central database, we contact every applicant asking whether they are looking for work and whether they would like to register, as a business we can continue processing the data supplied by applicants who register with us as it in their, and our, legitimate interest to do so.

We will continue (as we do already) to give our applicants a preference over how and if they want to be contacted- including the right to delete their profile and contact details from our database. If the applicant chooses for us to delete their contact details then we will fully remove their personal details and their cv from our system, including all personally identifiable information (PII)- we will do this within 30 days of their request. We will also store the data for 12 months, at the end of the 12 months we will send out an update GDPR email to confirm the status of your employment and if you would like us to carry on looking for employment for you, or if you would like to de-register.

Clients:

On the client side of our business, we may have details for our clients that are stored on our data base, such as names, an email address or a phone number. Or you may be providing these to us.

We will continue (as we do already) to give our clients a preference over how and if they want to be contacted- including the right to delete their profile and contact details from our database. If the client chooses for us to delete their contact details then we will fully remove their personally identifiable information (PII)- we will do this within 30 days of their request

Our legitimate interest:

As a recruitment business and recruitment agency we source and store information about individuals looking for fixed term or permanent placements across the UK and who may be suitable for the type of roles notified to us as being available with our clients.

The storage and exchange of information about applicants and clients is a fundamental part of our business and essential in order to service the recruitment needs of our clients and career aspirations of our applicants. For this reason we will process limited personal information for the purposes of sending you information about services, opportunities or individuals we feel may be of particular interest to you.

In order to support our service provision we are required to maintain a secure database of applicant and client data, including historic and current requirements.

Disclosure of information:

We may be required also to share personal information with selected third parties such as:

- Clients for the purposes of introduction and placement of Applicants
- Applicants for the purposes of arranging interviews or placements with Clients

Where we share any information we will do so in accordance with any and all data privacy and security requirements.

We may also be required to share personal information with third parties where we believe we are required, such as in response to a request from government agencies our law enforcement authorities, to protect our rights, systems, services and users or in the event of a sale, merger, restructuring event, acquisition or other disposition of all or any part of our business.

Storage of data:

Location of data stored

Manhay's server where the data is stored is within the UK on a secured server and we have a management process in place to investigate any suspected or reported data breaches which takes into account the GDPR requirements; including notifying the data subject and the ICO (Information Commissioner's Office).

Cookies:

A cookie is a small file of letters and numbers that we put on your computer if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our site. The cookies we use are "analytical" cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example by ensuring that users are finding what they are looking for easily.

For each visit you make to our website, we will automatically collect the following information: technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, operating system and platform, information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, page interaction information (such as scrolling, clicks, and mouse-over's), and methods used to browse away from the page.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Third Parties:

From time to time, we may include links to third party websites or services from our website. Whilst we endeavour to ensure the suitability of any third party, if you follow a link to any of these sites, please be advised that they will have their privacy policies and we cannot and do not accept responsibility or liability for these policies. Please check any associated policies before providing and personal information on these sites.

Changes to this notice:

We may make changes to this Statement as required or become necessary in line with changes to relevant legislation and which will be notified on this page. It is therefore important that you check back frequently to ensure you are aware of any changes.

Contact:

For further information regarding GDPR or our privacy policy in relation to Manhay Ltd, then please call our office on 08443 308 813 and ask for Cath Sweet (Director). This document is available and comes into action from May 2018 for informative purposes and to show Manhay are doing all they can to be compliant with the new GDPR regulations.

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