



Privacy Policy

November 2019

Introduction

This Privacy Policy explains what Rainbow Resourcing Limited do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you once we have found you a role, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Candidates, or you are visiting our website or Social media channels.

It describes how Rainbow Resourcing Limited collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whom we may contact in order to find out more about our Candidates.

Rainbow Resourcing Limited takes data protection very seriously and understands the importance of protecting your privacy and Personal Information. "Personal Information" is information that identifies you as an individual such as your name, date of birth, email address, IP address and CV.

Who are we?

The Data Controller is Rainbow Resourcing Limited the Employment Agency; based at 30 Deans Lane, Elworth, Sandbach, Cheshire CW11 3HF. Rainbow Resourcing Limited are specialists in permanent childcare recruitment.

How do we collect information from you?

Rainbow Resourcing Limited collects and use your Personal Information in accordance with our Privacy Policy. The majority of the Personal Information you provide to us freely when you submit your CV in relation to a job opportunity via a job application.

Please do not submit such Personal Information to us if you do not wish us to collect it.

What sort of data do we collect and retain?

Candidates; Rainbow Resourcing Limited collect and use only the information necessary to be able to find the best available opportunities and any further information needed to assess your eligibility through the different stages of recruitment. This information includes CVs, identification documents, educational records, work history, employment and references and financial information.

Clients; Rainbow Resourcing Limited collect and use only the information necessary to provide you, or people in your organisation with services such as finding the best available candidates for your opportunities.



Other data subjects; Rainbow Resourcing Limited collect and use only the information necessary to be able to contact you and pay you for the services you provide.

Website Users; Rainbow Resourcing Limited collect and use only the information necessary to improve your experience when using our website. This may include how, when and how often you visit us.

How is Personal Data used?

Rainbow Resourcing Limited use the information we collect to provide you the best possible service. This includes notifying you of future job opportunities, improving our websites and answering your questions. Rainbow Resourcing Limited may also use your information to contact you about industry updates, job openings in your area, events, promotions and competitions.

Information given freely by yourself when applying for a position or registering an interest with Rainbow Resourcing Limited is only used for the recruitment process. Rainbow Resourcing Limited will not pass any information to a prospective employer without first obtaining your consent to approach a prospective employer.

How long is Personal Data retained?

Rainbow Resourcing Limited will retain your data on our secure database. From time to time Rainbow Resourcing Limited may contact you to confirm your wish to either continue representing you or to confirm deletion of your personal information from our database. Rainbow Resourcing Limited also conducts regular data-cleansing and updating exercises to make sure the information Rainbow Resourcing Limited have is relevant and accurate.

Where do you keep my CV?

Rainbow Resourcing Limited retains a copy of your CV on our secure database.

Legitimate Interest

Rainbow Resourcing Limited processes your data when it is in our legitimate interests to do this and when these interests are not overridden by your data protection rights.

Security

Rainbow Resourcing Limited is committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure Rainbow Resourcing Limited have in place suitable electronic and access control mechanisms.

Deletion of Data on request

You may contact us at any time to request us to remove personal information about you. Rainbow Resourcing Limited will action any request within 48 hours and confirm deletion by email.



How do I know what Information you have retained about me?

You have the right to access information held about you. You may request us to provide you with what information Rainbow Resourcing Limited retain about you. This request should be made in writing and must be signed by you. Rainbow Resourcing Limited will respond by email within 30 days of receiving your written request. Following your request Rainbow Resourcing Limited will either delete or make appropriate changes to your data if you so wish.

What are my rights?

You are in control of your data. Should you wish to stop receiving emails from us and be removed from our database completely, please contact us.

To exercise your rights above please contact us at; info@rainbow-resourcing.co.uk or write to us at; 30 Deans Lane, Elworth, Sandbach, Cheshire CW11 3HF.

How do we inform you of Policy Changes?

Any policy changes due to revised legislation or business reasons will be published on our webpage, www.rainbow-resourcing.co.uk

Complaints

If you are unhappy about our use of your personal information, you can contact us using the details below. You are also entitled to lodge a complaint with the UK Information Commissioner's Office using any of the below contact methods: **Telephone:** 0303 123 11113 **Website:** <https://ico.org.uk/concerns/>

Post:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact details

If you have any questions or if you would like to contact us about our processing of your personal information, including to exercise your rights as outlined above, please contact us either by email or post to the following address:-

Mrs Victoria Diamond

Email: info@rainbow-resourcing.co.uk

Post: 30 Deans Lane, Elworth, Sandbach, Cheshire CW11 3HF