



<b>Company Name:</b>	TRAK Employment Solutions Limited
<b>Document DP6:</b>	Consent declaration
<b>Topic:</b>	Data protection
<b>Date:</b>	May 2018
<b>Version:</b>	V1

I, ....., hereby give my consent to the Company to process the following information:

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications
- CV
- Reference Requesting from previous employers
- Providing References for future employment opportunities
- National insurance number
- Include any other relevant personal data

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction
- Include any other relevant sensitive personal data

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to their clients in order to provide me with work-finding services to include referencing.
- For the Company to process my data on a computerised database in order to provide me with work-finding services.
- For the Company to process my data using automated decision making processes
- Include any other relevant purposes for processing personal data

I also consent to the Company processing my personal data with third parties including [The REC] for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for 6 Years

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

**Signed by candidate / temporary worker:** .....

**Date:** .....



## **TRAK Employment Solutions Limited Compliance to GDPR May 25<sup>th</sup> 2018 Privacy Policy**

Please find herewith confirmation from TRAK Employment Solutions Limited, confirmation of our compliance to the latest General Data Protection Regulation that comes in to place as of Friday 25<sup>th</sup> May 2018.

As a provider of Employment Services we take our Clients Suppliers and Candidates Data Protection seriously and therefore work to and follow our Governing Body (The Recruitment and Employment Confederation) advice and procedures in all areas of GDPR.

Further to this we would like you to know what Data we are required to gather to provide you with our Services and how we look after and protect the data that transfers between us.

The only data that we hold is data that has been have provided to us in the course of delivering services to both Customers and Candidates.

We will never sell your data or pass it on to any third parties except, in the course of providing any agreed services to you.

In order to provide our services to you, we use a number of Sub-Processors who may have access to your data. We want to be clear and transparent with you about the Sub-Processors we use and what we have done to ensure that they take your data protection as seriously as we do.

### **Privacy Policy**

TRAK Employment Solutions Limited will collect the personal details that you provide to us through our Website, Registration Forms, Client Details Forms for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your data in accordance with the terms of the following statement. This statement sets out below:

- How personally identifiable information of yours is collected from you through the website. Registration Forms, Client Details
- How the information is used by us
- With whom the information may be shared and for what purpose(s)
- What choices are available to you regarding collection, use and distribution of the information?
- The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website
- How you can correct any inaccuracies in the information.

### **Information Collection and Use**

TRAK Employment Solutions Limited is the sole owner of the information collected from our Website, Registration Forms and Client Details Forms. We will not sell, share, or rent this information to others TRAK Employment Solutions Limited collects information from our users at several different points throughout the registration Process for Work Finding Services.



## Registration

We request information from our Candidates through Online and Registration Forms. Here a Candidates must provide contact information and information regarding the type of work they are seeking and skills, qualifications and experience. This information is used to enable us to provide work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. TRAK Employment Solutions Limited does not use this information for any other purpose.

## Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site.

## Log Files

We use IP addresses to analyse trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## Links

Our web site contains links to other sites. Please be aware that TRAK Employment Solutions Limited is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

## Security

TRAK Employment Solutions Limited takes every precaution to protect our users' information. When users submit sensitive information via the website or Registration Forms, your information is protected both online and off-line. When our registration form asks users to enter sensitive information that information is encrypted and is protected with Secure email system. While on a secure page, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. While we use encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices.

## Correction/Updating Personal Information:

If your personally identifiable information changes (such as office address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can usually be done by contacting the **DATA PROTECTION TEAM** on **01793 613813**.

**E-mail: [recruitment@traksolutions.co.uk](mailto:recruitment@traksolutions.co.uk)**

## Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.