

MPCG Privacy Policy

Please read the following carefully to understand our practices regarding your personal data.

www.mpcg.co.uk , by applying for our vacancy via internet media sites, or by signing a contractual agreement with us, you are accepting and consenting to the practices describe in this privacy notice.

Depending on the purpose for which you are providing your personal data, for the purpose of the Data Protection Act (the '**Act**'), the data controller (or entity responsible for the data collected) will be either us and/or any of our clients.

MPCG may amend this Privacy Policy from time to time. Any changes will be updated on our website.

Categories for data collection

MPCG will process personal data to support our service offers which are Recruitment, HR Services '*Entrust*', Learning & Development and Outplacement. In particular:

Recruitment (Candidates):

If you apply for a job that we have advertised on behalf of a client

If we continue our relationship with you after a recruitment campaign (see '*What do we do with the information we collect?*')

HR contract (Client data):

If we provide clients with a service as part of our *Entrust* contract and you are an employee of the client

If we provide clients with a service for a stand-alone assignment and you are an employee of the client

What data do we collect and process about you and where is the data collected from?

We collect the following categories of personal information from our candidates, clients and suppliers:

1.Candidate contact information such as name, email address, mailing address, phone number (land line or mobile) and employment history. If a candidate is interviewed face to face by MPCG, we will also collect ID such as a passport, driving licence or any other legal documents confirming the right to work in the UK. You may choose to share other relevant information with us.

2.Data is collected directly from you or via a third party.

Clients:

Information about the client's business such as company name, company size, business type and contact information.

Contact name, job role, email address, phone number (land line or mobile).

Where applicable for *Entrust* or stand-alone assignments, we may obtain employee names, job roles, email addresses, date of birth, home address and salary information. Where appropriate, and in accordance with relevant legislation, we may collect information regarding an employee's health for supporting a client with a sickness absence case.

For invoicing clients, we will need to collect billing information such as a contact name or purchase order number.

Data is collected directly from you or via a third party.

Suppliers:

When working with suppliers, we need information to arrange for payment of goods and/or services such as a contact name, contact number, contact email address and bank account details.

Data is collected directly from you or via a third party.

If you contact us as either as a candidate, client or supplier, we may keep a record of that correspondence. If you send us personal information which identifies you via email, we may keep your email and email address.

What do we do with the information we collect?

Candidates:

We collect your personal data following an application for a job role that we have advertised on behalf of a client. We may retain your personal data if you have applied speculatively for any future job opportunities that MPCG receive from clients.

We may retain your personal data for potential opportunities that we receive from clients. MPCG would only share this data with a client following your consent.

MPCG will not transfer your data outside the European Economic Area.

We will retain your data for a period of 12 months, at which time we will contact you to let you know that your details have been removed.

Client data:

The primary purpose for collecting personal data from you is to produce a legal written agreement detailing the contractual terms to commence a recruitment, an *Entrust* or a stand-alone assignment.

We may also collect personal data on your employees, with your permission, for the purpose of providing you with HR advice and support.

We will retain your data for the duration of the contract.

Supplier data:

The primary purpose for collecting personal data from you is to produce a legal written agreement detailing the contractual terms for the supply of goods.

We will retain your data for the duration of the contract.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

We are committed to ensuring that your information is secure. The organisation has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the organisation engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions, are under duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Data breaches and making a complaint

If the organisation discovers there has been a breach of personal data that poses a risk to the rights of and freedoms of individuals, it will report it to the Information Commissioner within 72 hours of discovery. The organisation will record all data breaches regardless of their effect.

Your rights

If you are a data subject, you have the following rights:

1. To have access to your data. You can request a form for making a subject access request.
2. To request amendments to your data.
3. To request that the organisation removes your data for a set period or time or indefinitely.

If you would like to request any of the above, please contact Colin Copeland, Director on 01782 479303.