



Privacy Policy

KME Specialist Recruitment Consultants Limited (company number 10699572) is committed to protecting the privacy of our Candidates, Clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us through our office or via our website is only used for the purposes set out in this policy.

How Do We Collect Your Personal Data

Candidates:

There are two main ways in which we collect your personal data:

1. Directly from you; and
2. From third parties.

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

Clients:

There are two main ways in which we collect your personal data:

- 1 Directly from you; and
- 2 From third parties (e.g. our Candidates) and other limited sources (e.g. online and offline media).

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us.

People whose data we receive from Candidates and our Recruitment Consultants, such as referees and emergency contacts:

We collect your contact details only where a Candidate or a Recruitment Consultant puts you down as their emergency contact or where a Candidate gives them to us in order for you to serve as a referee.

The Information We Collect and How We Use It

Candidates:

KME Specialist Recruitment Consultants may collect your personal details in order to assist us in helping you find suitable employment. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service. Information includes but is not limited to your name, contact details, education details, employment history and other relevant information from your CV. On occasions this may also include sensitive personal information such as details of criminal convictions and ethnic origin.



This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship;
3. to enable you to submit your CV for general applications or to apply for specific jobs. See the separate section on your CV below which outlines additional uses and disclosures;
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (sometimes including sensitive personal information) to Clients in order to apply for jobs;
5. to answer your enquiries;
6. to direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications;
7. to trusted third parties where we have retained them to provide services that you have requested, such as a reference request (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as KME Specialist Recruitment Consultants;
8. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and
9. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.

Clients:

If you are a KME Specialist Recruitment Consultants Ltd Client, we need to collect and use information about you, or individuals at your organisation in order to ensure that the contractual arrangements between us can properly be implemented so that the business relationship can run smoothly and in order to source Candidates who are the right fit for you or your organisation.

People whose data we receive from Candidates and our Recruitment Consultants e.g. referees and emergency contacts:

We use referees' personal data to help our Candidates to find employment which is suited to them. If we are able to verify their details and qualifications, we can make sure that they are well matched with prospective employers.



We use the personal details of a Candidate's or our Recruitment Consultant's emergency contacts in the case of an accident or emergency affecting that Candidate or Consultant.

Who do we share your data with

Candidates:

We share your data with prospective employers to increase your chances of gaining a role.

Clients:

We share your data with prospective Candidates in order to secure an appropriate pool of suitable Candidates for your vacancy. Your data is also shared for advertising purposes.

People whose data we receive from Candidates and our Recruitment Consultants, such as referred and emergency contacts:

We share your data with Clients as requested in order to ensure Candidates are suitable for a vacancy.

Candidates - Curriculum Vitae ("CV")

We give you the option of submitting your CV via our website or by providing your CV to one of our Recruitment Consultants. You can do this either to apply for a specific advertised job or for consideration by our Consultants for positions as they arise. Your CV will be stored in the KME Specialist Recruitment Consultants' CRM system, Zoho Recruit and will be accessible by all our Recruitment Consultants. We can assure you that Zoho Corporation are GDPR Ready and all your data will be handled with the privacy required by law.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived.

How long do we keep your personal data for

If we have not had meaningful contact with you for a period of two years, we will delete your personal data from our system unless we believe in good faith that the law or other regulation requires us to preserve it (for example, because of our obligations to tax authorities or in connection with any anticipated litigation).



How can you access, amend or take back the personal data that you have given to us

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold and we will seek to deal with your request without undue delay. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so. If you would like to make a request for information, please contact info@kmercruitment.com

Right to withdraw consent

You also have the right to withdraw consent. Where we have obtained your consent to process your personal data for certain activities (for example, Candidates: for profiling your suitability for certain roles or consent to market you), you may withdraw your consent at any time.

Data Subject Access Requests (DSAR)

You have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or Delete such information. At this point we may comply with your request or, additionally do one of the following:

- we may ask you to verify your identity, or ask for more information about your request; and
- where we are legally permitted to do so, we may decline your request, but we will explain why if we do so.

Deletion

You also have the right to ask KME Specialist Recruitment Consultants to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about our Clients or financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

Changes to our Privacy Policy

This Privacy Policy may be changed by KME Specialist Recruitment Consultants at any time. If we change our privacy policy in the future, we will advise you of changes or updates to the policy by a prominent notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.



If, at any time, you have questions or concerns about KME Specialist Recruitment Consultants online privacy commitment, please feel free to e-mail us at info@kmerecruitment.com or call our office on: 01395 344924.

Equal Opportunities

KME Specialist Recruitment Consultants Limited is a company committed to equal opportunities and diversity. This means that all job applicants and our Recruitment Consultants will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

Contact

If you have any enquires you can contact us at: info@kmerecruitment.com or by writing to us at our registered office address below.

Our registered office is at:

KME Specialist Recruitment Consultants Limited
104 Hawkins Road
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Devon
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