

## **88 Keys Consulting Privacy Notice**

We understand the importance of privacy and security and have robust systems in place to protect, store and manage any personal data we hold. This notice intends to give an overview of our approach and systems but more information is available from the office on request.

### **How do we collect your personal data?**

We collect personal data primarily from candidates, jobseekers and workers via emails, CVs, job applications and interviews, for the purposes of Recruitment, HR Advice and Career Coaching.

From time to time we may collect personal data in the course of providing services in addition to those listed above but in all circumstances will apply the same policy and procedure to ensure data safety and security.

### **How do we use your personal data?**

We will only use your data for the purposes that you have given it to us. This may include applying for job roles, receiving advice on job hunting, general HR guidance or any other usage that has explicitly been agreed between the data subject and 88 Keys Consulting.

#### *Recruitment Activities*

Some specific recruitment activities that may require and use your personal data include, as a non-exhaustive list:

1. Receiving data from you direct and via recruitment jobs boards / websites, in the form of applications for roles we are recruiting to.
2. Storing your details (and updating them when necessary) so that we can contact you in relation to recruitment opportunities.
3. Assessing data about you against vacancies which we think may be suitable for you.
4. Sending your information to potential employers/employees (with your consent), in order to apply for jobs or to assess your eligibility for jobs.

We may use your personal data for the above purposes if we deem it necessary to do so for our legitimate interests, but never without your consent. If you would prefer we do not use your data this way, or you have previously given permission that you would like to revoke, please let us know.

**Who do we share your personal data with?**

At 88 Keys Consulting, we won't share your data with anyone without your consent and will only share it for the purposes listed above or explicitly agreed with you.

**How do we safeguard your personal data?**

We are committed to taking all reasonable and appropriate steps to protect the personal information that we hold from misuse, loss, or unauthorised access. This includes using secure databases, strong anti-virus controls and robust payment processes.

**How long do we keep your personal data?**

In the case of CVs, we keep this information for up to 6 months. After this period, it is likely your data will no longer be relevant for the purposes for which it was collected. We keep other data relating to our other services for as long as deemed necessary on a case-by-case basis.