

## M2 Professional Recruitment Services Ltd

### Privacy Notice

#### Introduction

##### **What is a privacy notice?**

A privacy notice is a statement that discloses some or all of the ways a party gathers, uses, discloses, and manages a customer or client's data. It fulfils a legal requirement to protect a customer or client's privacy in accordance with the high standards required by the European Union's General Data Protection Regulation (GDPR)

##### **What is the GDPR?**

The GDPR is a regulation intended to strengthen and unify data protection for everyone within the European Union (EU). The GDPR requires greater openness and transparency from companies on how they collect, store and use personal data, while also imposing tighter limits on the use of personal data.

##### **The types of personal information we collect**

- The information you provide to us when contacting us regarding your career and job opportunities. This information includes your name, CV, employment information, contact information, email / address / phone numbers and salary information.
- Activity information including the clients / businesses we have spoken to you about, jobs we have spoken to you, where we have sent your CV (if anywhere) and where (if any) you have been on interview through us.

##### **Why we collect this information**

- We collect this information when you register as a candidate so that we know who you are and what services you are interested in.

##### **How we use this information**

- M2 uses the data we collect to provide you with the services we offer, which includes using data to communicate with you, for example, informing you about industry specific news you may be interested in, new jobs and other types of updates.

##### **How we may share this information**

- M2 has always treated our clients' and candidates details with the upmost sensitivity.
- M2 has never, and will never, sell the personal information of our customers.
- We may share your details to third party clients in accordance with this privacy statement:

To provide a Product or Service you have requested or authorised and only with clients or agents working on our behalf for the purposes described in this Statement. In this case, your personal information will be shared with these clients or agents but **only with your express consent** and for the purpose of performing services on behalf of M2 Professional Recruitment Services and yourself. It is our legitimate interest to process your personal data for these purposes.

M2  
Email  
Web  
Telephone  
Fax

1<sup>st</sup> Floor Offices . 86 Water Lane . Wilmslow . Cheshire. SK9 5BB  
[jobs@m2recruit.co.uk](mailto:jobs@m2recruit.co.uk)  
[www.m2recruit.co.uk](http://www.m2recruit.co.uk)  
01625 522 774  
01625 523 377

We only share your personal data as necessary.

### **Security, Storage and Retention of Personal Information We Collect**

- M2 is committed to protecting the security of your personal information.
- Whilst no service is completely secure, M2 takes precautionary measures to help prevent information about you from loss, theft, misuse and unauthorised access, disclosure, alteration and destruction. For example, we store the personal data you provide on computer systems that have limited access and that are in controlled facilities. We also ensure that our third-party suppliers also take these precautionary measures.

### **Storage**

- Personal data collected will be stored in the UK.

### **Retention**

- M2 will retain your personal information for as long as we deem it necessary to perform the duties and services in which we have been retained.
- All personal information we retain will be subject to this Privacy Notice and our internal retention guidelines. For more information regarding retention please email [jo@m2recruit.co.uk](mailto:jo@m2recruit.co.uk).

### **Your Rights**

We want you to be in control of how your personal information is used by us.

- you can ask us for a copy of the personal information we hold about you
- you can inform us of any changes to your personal information, or if you want us to correct any of the personal information we hold about you
- you have the right to move, copy or transfer your personal data from one place to another
- you can ask us to erase, block or restrict the personal information we hold about you, or object to particular ways in which we are using your personal information
- where we are using your personal information on the basis of your consent, you are entitled to withdraw that consent at any time.
- we are committed to working with you to obtain a fair resolution of any complaint or concern you may have about our use of your personal information. If, however, you believe that we have not been able to assist with your complaint or concern, you have the right to file a complaint with the data protection authority (ICO).

We rely on you to ensure that your personal information is complete, accurate and up to date. Please do inform us promptly of any changes to or inaccuracies in your personal information by contacting [jo@m2recruit.co.uk](mailto:jo@m2recruit.co.uk). We will respond to your request as soon as possible but certainly within 30 days.

### **Your choices**

If you wish to access, edit or remove profile information contact [jo@m2recruit.co.uk](mailto:jo@m2recruit.co.uk) or contact our team and request that your data be deleted. Please note, however, that by deleting your personal data your services from M2 will cease.

### **Your Communication, Marketing and Advertising Preferences**

You can opt out of receiving direct marketing communications from M2 by contacting [jo@m2recruit.co.uk](mailto:jo@m2recruit.co.uk)

### **How to Contact Us**

If you have any questions about the use of your personal information, please email [jo@m2recruit.co.uk](mailto:jo@m2recruit.co.uk).

The data protection officer for M2 Professional Recruitment Services Ltd is Mrs Johanna Milner, Director, and can be contacted at the following address: 1<sup>st</sup> Floor Offices, 86 Water Lane, Wilmslow, Cheshire. SK9 5BB. UK