

## Candidate Agreement Policy

Gotcha Recruitment, we provide talent resourcing services to clients looking to recruit new employees and process information for the purpose of our talent resourcing services to progress you through to further recruitment stages as a candidate.

This agreement sets out the personal information (including sensitive data) we collect from you, how we process and store your information. You also as a candidate you have various rights and choices that we will explain too.

### Personal information – this is collected by us:

Information about you is stored by Gotcha Recruitment, depending on what information is available, posted on LinkedIn or that may have been forwarded directly to us – via your CV, identification documents, certificates, previous employment history and references.

Your personal information may include any or all of the following:

- Name
- Address
- Email address
- Phone number – landline and/or mobile
- Social media contact details e.g. Twitter, Facebook, LinkedIn accounts
- Current employer(s)
- Previous employer(s)
- Education: history, subjects, grades, locations, dates
- Nationality
- References – names and contact details
- Driving licence, or any other licence, held
- Interests/hobbies
- Courses undertaken
- Eligibility to work in the UK

### Personal information – collected from these sources:

- Personal information you give to us  
This personal information is provided to us for the purpose of our talent resourcing services to progress you through to further recruitment stages.

It will be stored when Gotcha Recruitment have accessed a candidate CV through a job board (e.g. CV-Library, Reed and/or LinkedIn); have made contact with a candidate and they have shown an interest in the role in question; or when a candidate has applied directly to an advert placed by Gotcha Recruitment through a job board (e.g. CV Library or one of its affiliated sites)

- Personal information available in the Public
  - LinkedIn – your online resume
  - Internet Browsers – Google, Bing, Firefox
  - Organisation Profile – available on website pages
  - Companies House – company information made available to the public
  - Associations & Membership – listed within a directory
  - Exhibitions, Events, Hospitality – information sharing and networking
- Personal information received via other channels including:
  - from an existing employee – loyalty reward scheme
  - from a friend – refer a friend
  - from a trusted colleague or associate – successful partnerships

### Personal information – used and processed as follows:

- Your personal information will be used to match your specific or non-specific skills, merits, aptitude and ability as well as experience as set out by Gotcha Recruitment client role requirements
- Your personal information will be reviewed, assessed and matched against the Gotcha Recruitment client role specification
- At this point, your limited personal information will be shared with a Gotcha Recruitment client
- Having determined your interest in the role specification, further personal information may be gathered from you. This may be shared directly with the Gotcha Recruitment client or recorded (only on your approval) as additional information for future Gotcha Recruitment client opportunities
- If successful with your application, more personal information may be requested for due diligence purposes, including referee contact information
- Personal information may be forwarded to a Gotcha Recruitment client only for the purpose of filling a role. All contact details will be removed prior to the transfer of the CV, however any or all other personal details supplied on the CV will remain

### Personal information – we kept it for:

- Your personal information will be stored for a maximum of 2 years from receiving consent; however Gotcha Recruitment will endeavour to remove it prior to that – ideally after 6 months of the vacancy being filled or the start date of the new employee, whichever happens last
- In the case of a data breach, Gotcha Recruitment has a full incident management process to investigate suspected or reported data breaches, which takes into account the requirements of GDPR, including the notification of the data subject and the Information Commissioner's Office (ICO)

**Gotcha.**  
this time it's personnel

☎ 01256 322255

✉ [help@gotcharecruitment.co.uk](mailto:help@gotcharecruitment.co.uk)

**Personal information – our legal basis is:**

- Legitimate interest – we collect your personal information in order to find you suitable roles and for us to contact Gotcha Recruitment clients on potential matches
- As a candidate, from time to time we may ask and process more personal information as well as sensitive data. Your full consent will be required
- All Gotcha Recruitment clients will have the necessary procedures and practises in place to ensure a smooth recruitment process is delivered

**Personal information – if not provided and not processed:**

- If you do not provide your personal information or withdraw your consent for us to process it, problems with non-matches against existing roles will occur. The consequences may result in us no longer being able to process your application.

**Personal information – automated decision making:**

- As a candidate you are reviewed and accessed on your merits, aptitude, ability and experience against the specific criteria for a role with a Gotcha Recruitment client
- Each role and specific criteria is explained and available to you as a candidate
- From time to time, Gotcha Recruitment clients may ask potential candidates to participate in a personality assessment. Your full consent will be required.
- We do not make any automated decisions
- As part of our recruitment process you may not be deemed suitable for a role

**Personal information – online tracking:**

- We use cookies to collect your personal details online via our website
- Our cookie policy can be found here

**Personal information – your rights on us keeping your personal information:**

- The right to be informed  
You as an individual have the right to be informed about the collection and use of your personal information. This agreement is designed for us to be transparent regarding our data collection, processing and storage under the GDPR
- The right of access  
As an individual you can have access to your personal information data upon request
- There is a reasonable charge to cover our administration costs and we will respond to your request within one month.
- The right to rectification  
Under the GDPR, an individual can have inaccurate personal information rectified, or completed if it is incomplete, either verbally or in writing. Gotcha Recruitment have one month to respond to your request
- The right to erasure  
This is also known as the "right to be forgotten", you can request that your personal information be removed, either verbally or in writing. Gotcha Recruitment have one month to respond to your request
- The right to restrict  
As an individual, you have the right to request or suppress your personal information. In certain circumstances, Gotcha Recruitment are permitted to store your personal information but not use it.
- The right to data portability  
You have the right to data portability, this allows you to obtain and reuse your personal information for your own purposes across different services.
- The right to object to processing  
As an individual, you have the right to object to the processing of your personal information in certain circumstances and an absolute right to stop your personal information being used for direct marketing
- The right to lodge a complaint  
If you have a complaint about how Gotcha Recruitment collects, processes or stores any of your personal information, please contact [angela@gotcharecruitment.co.uk](mailto:angela@gotcharecruitment.co.uk)
- The right to withdraw consent  
Gotcha Recruitment wants to offer you a choice and control over the information that we forward to you. Your consent is important and through this agreement we specify why we want your personal information and what we are going to do with it. You can withdraw your consent at any time, we publicise how to do so on all communications.

**Form Declaration**

I have read and understood this Employer Privacy Policy as an employee of Gotcha Recruitment:

Name .....

Date .....

Signature .....

If you have any further questions about this agreement or require further information regarding the processing of your personal information, please contact us here:

Gotcha Recruitment  
Suite 120, Devonshire House  
Aviary Court,  
Basingstoke,  
RG24 8PE  
[help@gotcharecruitment.co.uk](mailto:help@gotcharecruitment.co.uk)



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