

GDPR Privacy Policy for NN1 Personnel

1. Introduction

NN1 Personnel ("we," "our," "us") is committed to protecting the privacy and security of your personal data. This privacy policy outlines how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

NN1 Personnel provides recruitment and employment services. We act as both a Data Controller and Data Processor, depending on the context of the services provided. For any questions about this policy, please contact us using the details below:

- **Email:** [Insert contact email]
- **Address:** [Insert business address]

3. What Data We Collect

We may collect the following types of personal data:

- **Candidates:** Name, contact details, CV, employment history, qualifications, references, and other information relevant to job applications.
- **Clients:** Business name, contact details, contractual information, and job specifications.
- **Employees:** Personal identification, payroll details, performance reviews, and other HR-related information.

4. How We Collect Data

We collect personal data through:

- Direct interactions (e.g., when you submit your CV or contact us).
- Third-party platforms (e.g., job boards or LinkedIn).
- References and background checks (with your prior consent).
- Contracts and agreements with clients.

5. Purpose of Data Processing

We process personal data for the following purposes:

- Matching candidates with job opportunities.
- Communicating with clients and candidates.
- Meeting contractual, legal, and regulatory obligations.
- Payroll and HR management.

- Improving our services.

6. Legal Basis for Processing

We process personal data based on the following lawful grounds:

- **Consent:** Where you have explicitly agreed to our processing of your data.
- **Contractual necessity:** For the performance of a contract with you.
- **Legal obligation:** To comply with employment laws and regulations.
- **Legitimate interests:** For business purposes, such as improving our services, provided these do not override your rights.

7. Data Sharing

We may share personal data with:

- Potential employers or clients (with your consent).
 - Service providers supporting our operations (e.g., payroll processors, IT services).
 - Legal or regulatory authorities, where required by law.
- We do not sell or rent your data to third parties.

8. Data Retention

We retain personal data only as long as necessary for the purposes outlined in this policy or as required by law. Candidates' data will typically be kept for [X years] unless otherwise agreed.

9. Your Rights

Under the UK GDPR, you have the following rights:

- **Access:** Request a copy of your personal data.
 - **Rectification:** Correct inaccuracies in your data.
 - **Erasure:** Request the deletion of your data (right to be forgotten).
 - **Restriction:** Limit how your data is processed.
 - **Portability:** Receive your data in a commonly used format.
 - **Objection:** Object to processing based on legitimate interests.
- To exercise your rights, contact us using the details provided in Section 2.

10. Data Security

We implement technical and organisational measures to protect personal data from unauthorised access, loss, or misuse. These include secure storage systems, encryption, and access controls.

11. International Transfers

If we transfer personal data outside the UK, we will ensure appropriate safeguards are in place to protect your data, such as Standard Contractual Clauses or equivalent measures.

12. Complaints

If you believe we have not handled your personal data in accordance with the law, you can file a complaint with:

- **Information Commissioner's Office (ICO):** <https://ico.org.uk>

13. Updates to This Policy

We may update this policy from time to time. The latest version will always be available on our website.

Last updated: November 2024