

Privacy Statement

What we do with your information. We want to be clear about what information we collect and how we use it. We do not sell or share your Personal Information with third parties for their own commercial uses without your consent.

- a. **Types of information we collect.** As a recruitment service we will collect Personal Information from you which includes: name, company name, phone number, email address, and other pertinent information relating to the course of doing business with Robert Hurst Group Ltd. There may be times when we will need to collect sensitive information about you on behalf of a client.
- b. **How we use your information.** We may use your information, including your Personal Information, for the following purposes:

Communicate with you and tell you about other job opportunities. We may use your information to communicate with you about other job opportunities that we think may be relevant to you. Please see below under “What you can do to manage your privacy” for the choices you have regarding these communications.

Account registration. We will use your name, address phone number and email address to register your details for the services we provide and to communicate important information to you. We may obtain additional Personal Information about you, such as address change information, to keep our records current, bank details and any information requested by the clients.

To provide our services and operate our business. We may use your information to operate our business, including providing services you requested, provide you with support related to our services, and to help us protect our services, including to combat fraud and protect your information.

- c. **How we share your personal information.** We may need to share your personal information with others

Third party service providers. We may share your information including Personal Information with third party service providers who perform various functions to enable us to provide our service and help us operate our business, such as sending email communications, payroll for contractors and customer care. Our contracts with these third parties require them to maintain the confidentiality of the Personal Information we provide to them, only act on our behalf under our instructions, and not use Personal Information for purposes other than the product or service they’re providing to us or on our behalf.

Response to legal requests. We may share your information with courts, law enforcement agencies, or other government bodies when we have a good faith belief we're required or permitted to do so by law, including to meet national security or law enforcement requirements, to protect our company, or to respond to a court order, search warrant, or other law enforcement requests.

Protection of Robert Hurst Group Ltd and others. We may share Personal Information when we believe it is appropriate to enforce or apply our Terms of Conditions and other agreements; or protect the rights, property, or safety of Robert Hurst Group Ltd. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. This does not include selling, renting, sharing, or otherwise disclosing Personal Information of our candidates/clients for commercial purposes in violation of the commitments set forth in this Privacy Statement.

Information sharing between Robert Hurst Group Ltd entities. We will share your information, including your Personal Information, with and among our affiliates and subsidiaries, except where prohibited by law. Affiliates and subsidiaries means companies related by common ownership or control. The reasons why we share your information include for our everyday business purposes, such as to: process contractor payments, operate our business etc.

Sale of our business. If we sell, merge, or transfer any part of our business, we may be required to share your information. If so, you will be asked if you'd like to stop receiving promotional information following any change of control.

With your consent. Other than as set out above, we will provide you with notice and the opportunity to choose where your Personal Information may be shared with other third parties.

What you can do to manage your privacy. You have a choice about the use of information that identifies you and marketing communications you receive from us.

Updating your personal information. In connection with your right to manage your Personal Information you provide to us, you may update, change, correct or request deletion of your information either through the service or through our recruitment consultants. You can reach our customer support by using the contact information provided in the "How to contact us" section of this statement.

Managing marketing communications from us.

- Click the "unsubscribe" link in the email you received
- For SMS messages, reply "STOP"

Remember that even if you choose not to receive marketing communications from us, we will continue to send you mandatory service or transactional communications.

Right to Erasure. If you would like your data to be erased from our system, then please contact info@roberthurstltd.co.uk

Data retention and your access rights

Data retention. In accordance with and as permitted by applicable law and regulations, we will retain your information as long as necessary to serve you, to hold your CV for as long as you require us to, or as otherwise needed to operate our business. When you register with us we may continue to communicate with you about our services, give you important business updates that may affect you, and let you know about current jobs that may interest you, unless you have opted out of receiving marketing communications. We may also continue to use some of your information for business purposes. We will retain and use your information as required by applicable regulations to comply with our legal and reporting obligations.

Your access rights.

- a. If you have registered yourself with us and would like to update the Personal Information you have provided to us, you can contact Robert Hurst Group Ltd on 01256 816878 or info@roberthurstltd.co.uk
- b. EU individuals have certain rights to access Personal Information about them, and to limit use and disclosure of their Personal Information. If you wish to request access, to limit use or to limit disclosure, please contact us at info@roberthurstltd.co.uk.

Security of your information. Keeping your information safe is important to us.

We provide reasonable and appropriate security measures in connection with securing Personal Information we collect. For example, we:

- Constantly work to update our security practices to implement accepted best methods to protect your Personal Information and review our security procedures carefully.
- Comply with applicable laws and security standards
- Securely transmit your sensitive Personal Information
- Train our staff and require them to safeguard your data

The incident management process in the case of a data breach. We have 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).

How to contact us if you have questions or comments about this Privacy Statement, please contact us.

- a. **Via Email.** If you have questions or complaints regarding our Privacy Statement or practices please contact us by email at hr@roberthurstltd.co.uk
- b. **Via Direct Mail.** Data Protection Administration. Robert Hurst Group Ltd, Slington House, Rankine Road, Basingstoke, Hampshire, RG24 8PH.