



Privacy Notice

Lotus Talent Solutions Ltd is a recruitment business which provides work-finding services to its clients and work-seekers. Lotus Talent Solutions Ltd must process personal data (including special categories of personal data) so that it can provide these services – in doing so, Lotus Talent Solutions Ltd acts as a data controller.

You may give your personal details to Lotus Talent Solutions Ltd directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Lotus Talent Solutions Ltd must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you, we will only use your personal data in accordance with this privacy statement. We will comply with current data protection laws at all times.

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1. Collection and use of personal data

a. Purpose of processing and legal basis

Lotus Talent Solutions will collect your personal data (which may include special categories of personal data) and will process your personal data for the purpose of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

If you have opted-in we may also send you marketing information and news via email/text. You can opt out of receiving these at any time by clicking “unsubscribe” when you receive these communications from us.

On some occasions we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

We must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

Your consent

Where we have a legitimate interest

To comply with a legal obligation that we have

To fulfil a contractual obligation that we have with you

b. Legitimate interest

This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

Managing our database and keeping work-seeker records up to date;

Providing work-finding services to you and our clients;

Contacting you to seek your consent where we need it;

Giving you information about similar products or services to those that you will have used from us recently;

c. Statutory/contractual requirement

Lotus Talent Solutions Ltd has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements). Our clients may require this personal data, and we may need your data to enter into a contract with you. If you do not give us the personal data we need to collect in order to comply with our statutory and legal requirements, we may not be able to continue to provide work-finding services to you.

d. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

Clients (whom we may introduce or supply you to)

Your former employers whom we may seek references from

Payroll service providers who manage payroll on our behalf or other payment intermediaries whom we may introduce you to

Other recruitment agencies in the supply chain

Auditors who are assessing the compliance and processes of the business to ensure its adherence to all relevant legislation and good practice guidance.

2. Information to be provided when data is collected not from the data subject

Lotus Talent Solutions has collected the following personal data on you:

Personal data:

Name, address, mobile no., email

Nationality (through right-to-work check)

Special categories of personal data:

[Health information including whether you have a disability]

[Criminal conviction(s)]

Source of the personal data: Lotus Talent Solutions Ltd sourced your personal data/special categories of personal data:

From a variety of jobs boards and LinkedIn

A former employer

A referee whose details you previously provided to us

Cookies listed in section 7.

This information came from a publicly accessible source.

3. Data retention

Lotus Talent Solutions Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time. For example, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for

at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We are required to keep your records relating to the right to work in the UK 2 years after employment, or the engagement has ended alterable and working time records including your 48-hour opt-out notice annual leave/holiday records 2 years from the time they were created.

Additionally, we must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

4. Your rights

Please be aware that you have the following data protection rights:

The right to be informed about the personal data the Company processes on you;

The right of access to the personal data the Company processes on you;

The right to rectification of your personal data;

The right to the erasure of your personal data in certain circumstances;

The right to restrict processing of your personal data;

The right to data portability in certain circumstances;

The right to object to the processing of your personal data that was based on a public or legitimate interest;

The right not to be subjected to automated decision-making and profiling; and

The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting Consult@hunterdunning.co.uk who handles data protection issues. Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

There may be circumstances where the Company will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

5. Cookies

We may obtain data about you from cookies. These are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies also enable us to deliver more personalised content.

Most web browsers allow some control of most cookies through the browser settings. Please note that in a few cases, some of our website features may not function if you remove cookies from your browser.

6. Login Files

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

7. Links to external websites

Lotus Talent Solutions's website may contain links to other external websites. Please be aware that Lotus Talent Solutions is not responsible for the privacy practices of such other sites. When you leave our site, we encourage you to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the Company's website.

8. Sale of business

If the Lotus Talent Solutions business is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business. Where the sale of the business results in the transfer of your details to a different data controller we will notify you of this.

9. Data Security

Lotus Talent Solutions Ltd takes every precaution to protect users' information.

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk or a marketing assistant) are granted access to your information.

Lotus Talent Solutions Ltd uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason, Lotus Talent Solutions Ltd cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/the Internet.

If you share a device with others, we recommend that you do not select the "remember my details" function when that option is offered.

10. Changes to this privacy statement

We will update this privacy statement from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

11. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: info@lotustalent.co.uk

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/make-a-complaint/>

, or any other relevant authority should your personal data be processed outside of the UK and you believe that your data protection rights have not been adhered to.