

Privacy Policy

Anubis Team Ltd

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Introduction

We are subject to applicable data protection legislation including, but not limited to, the General Data Protection Regulation (Regulation (EU) 2016/679) (the “GDPR”), and the UK GDPR. All references in this Policy are to GDPR and UK GDPR legislation.

The following Policy applies to the use of (including access to) the Website, which is owned and operated by Anubis Team Ltd (referred to as “Anubis Team Ltd”, “Anubis Team”, “we” or “us”) including the content made available through this website (the “Website”). However, following any personal contact with our team, this Policy also applies to other interactions, including phone, email, letter and direct messaging. Please note: All attempts will be made to ensure the security of communications, regardless of format.

Please note: While we this Privacy Policy also applies to clients/employers (where applicable), the majority of data obtained by Anubis Team Ltd refers to candidates, thus, is worded accordingly.

The type of personal information we collect

Personal – unidentifiable or partially identifiable (low level)

Visits to our Website including, but not limited to:

- Traffic and location data, other user analytics
- Contact forms (completion frequency)*
- Newsletter sign-ups (subscriptions)*

*Please note: We may use basic, personal information to send you direct marketing via e-mail should you opt in via our contact form and/or our newsletter service. While your personal information elsewhere on the form may be identifiable, the required information for marketing purposes, except for your email address and first name – so we can address you by your first name to the correct email address – is not.

You may opt out of receiving future marketing communications at any time by emailing our team at privacy@anubis-team.co.uk.

Personal and identifiable

To enable us to perform our duties as a recruitment agency and security specialist organisation, we must collect some or all of the information listed below. This is required so we can offer services to suit your needs, and to offer you the most suitable employment opportunities which match your skills and experience.

- **Important information**
 - Name
 - Age/date of birth
 - Birth number
 - Sex/gender
 - Photographic ID
 - Marital status
 - Nationality/citizenship/place of birth
 - Contact details
 - Emergency contacts/next of kin information and details of any dependants
 - A copy of your driving licence and/or passport/identity card

- **Education and employment information**
 - Education details
 - Employment history
 - Current job title/specialism/industry sector
 - Skills and languages spoken
 - Referee details
 - Immigration status (whether you need a work permit)
 - Start date or availability date
 - Details about your previous and current remuneration, pensions and benefits arrangements
 - Details of hours worked (once you have been placed in a role)
 - Information on your interests and needs regarding future employment, both collected directly and inferred, for example from jobs viewed or articles read on our website or from links clicked on in emails from us

- **Financial information**
 - Bank details
 - Financial information (where we need to carry out financial background checks)
 - National Insurance Number
 - Any other tax-related information

- **Special category information (equality, diversity and accessibility)**
 - Racial or ethnic origin, sexual orientation, religious or other similar beliefs, and physical or mental health, including disability-related information, in ease case for diversity monitoring purposes

- Physical or mental health, including disability-related information in order to enable us to make reasonable adjustments and health-related information when we need to use or offer occupational health to you in the context of certain types of roles
 - In certain circumstances, video recordings of Candidates attending or participating in training or meetings where individuals have consented to the recording
 - Religious Beliefs in order to calculate entitlement to annual leave
- **Criminal conviction data**
 - Details of any criminal convictions if this is required for a role that you are interested in applying for – in most instances (i.e. for most roles), this will not be required
- **Automatically collected information**
 - IP address
 - Usage information including the dates, times and frequency with which you access our services
 - User choices
 - User reports
 - Log and troubleshooting information
 - Device information when you install, access or use our services
 - Website browsing data
 - Email engagement history with Anubis Team
 - Location information (inferred from jobs, IP address, application history or system stored data)

We also obtain information about your general internet usage via a cookie file, which is stored on your device. Cookies help us to improve the Website and to deliver better, and more personalised, content. For more information about our use of cookies on the Website, please contact our team at privacy@anubis-team.co.uk.

How we obtain personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- to provide you with the expected services.
- to tailor content and resources based on your preferences.
- to respond to user requests / questions when we are contacted.
- to send you information that may be of interest to you.
- to help us create, publish, and improve content and services, and develop the Website and/or systems to meet your requirements.
- to help us present the Website to you effectively, and so it is compatible with your device.
- To perform user and client or candidate analytics, to help us meet client and candidate needs, including the improvement to, and further development of, our systems.

- to transfer data to third parties (with your authorisation), such as employers and educational partners/centres, or government/government-backed resources.
- to investigate and respond to incidents and/or complaints
- to comply with legal obligations, including cooperating with investigations carried out by the police, government or regulators.

We collect candidate personal data in the following ways:

- Personal data that you, the Candidate, give to us.
- Personal data that we receive from other sources.
- Personal data that we collect automatically.

We collect client/employer contact personal data in the following ways:

- Personal data that you, the designated (or other) contact for the client/employer, give to us.
- Personal data that we receive from other sources, should these be of benefit to you and/or our arrangement.
- Personal data that we collect automatically, e.g. contact form submissions.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are as follows:

As a recruitment agency and security specialist organisation, our primary role is to provide you with our recruitment services, and for you to receive them in order for us to function as a profit-making business, and to help you and other candidates to find employment, whether temporary, limited contractual, or permanent. This will involve mutually contractual obligations between you and us, whether you are a client or a candidate.

Please note: Your information is securely stored at all times. Whilst we cannot guarantee that breaches of systems will not take place (i.e. cyber crime), we are constantly striving to strengthen the security of our systems with our I.T. team and/or contracted developers, and to ensure that data (including, the training of any staff member responsible for obtaining, handling, processing and sharing data) are managed professionally and securely at all times.

Further Information relating to your data - Your Data Protection Rights

We keep all information only for as long as we require it and never longer than the maximum time permitted according to latest/current data legislation.

Your data protection rights are respected at all times.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have **one month** to respond to you.

Please contact us at privacy@anubis-team.co.uk if you wish to make such a request.

Feedback and Complaints procedures relating to your data

If you have any concerns about our use of your personal information, please contact us at privacy@anubis-team.co.uk and mark as **Urgent**, for the attention of The Directors (though we aim to treat all correspondence as important).

Please refer to our Complaints Policy for more details regarding our handling procedures and response times.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is as follows:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

ICO website: <https://www.ico.org.uk>