

## **Data Protection and Confidentiality Policy**

Adversa Recruitment Limited are committed to ensuring we protect the rights and privacy of all candidates and clients that we work with, in accordance with the Data Protection Act 1998. Any data collected must be collected and dealt with appropriately, whether it is collected on paper, stored on a computer database or recorded on other material.

As an agency, we will;

- Ensure our details are registered and maintained with the Information Commissioner
- Only ask you for information that is required to secure your new role
- Ensure transparency at all times - we will communicate how information will be used
- Keep your data secure and protect it from being transmitted to unknown parties
- We will not provide your details to anyone other than those required to have access to it for purposes of securing you a new role
- Keep your information for as long as is necessary to assist you with securing a role

### **How your data may be used**

Adversa Recruitment ensures we will only use your data for reasons necessary to assist you in our aim of securing you a new role with our client.

We may use your data for the following reasons;

- In order to secure your placement – the Hiring Manager will need to have copies of your documentation that is required for the role you have applied for
- To obtain references on your behalf
- Your data may be passed onto our trusted third-party supplier to ensure your wages can be paid to you
- To secure you a new placement if yours comes to an end

All Adversa Recruitment employees who have access to personal information are expected to read and comply with this policy. This also forms part of their contractual obligations. Any breach of the Data Protection Act 1998 is considered an offence and disciplinary actions will be taken.

If you wish to discuss any aspect of this policy, you can contact Katie Swingler, Managing Director by e-mailing [info@adversa.org.uk](mailto:info@adversa.org.uk) with your request and an appropriate means of contact. We aim to respond to all queries and requests within 14 days.