



In-Parallel Computer Staff Ltd.,
3 Church Street,
Tewkesbury,
Glos GL20 5PA

Tel: (01684) 291133
Fax: (01684) 291144

Email: admin@inparalleluk.com
Website: www.inparalleluk.com

PRIVACY NOTICE

This Privacy Notice sets out the basis on which In-Parallel Computer Staff Limited will process personal information provided to us, this information is also referred to as 'personal data' is referred to throughout as "we", "us", "our" and "ours".

We take our obligations in respect of the privacy of personal data very seriously and we will only process personal information as detailed in this notice, unless we inform you otherwise. In order to ensure that the personal data we hold is accurate and up to date, we request that you inform us of any relevant changes to the personal information we hold about you.

We help individuals to find work and we are also an employer. Our core business activity is recruitment, we assist individuals in finding work with our hirer clients, whether this is directly or through supply by us, and we assist hirers in introducing or supplying the staff that they require. We also recruit staff to work for us to provide our recruitment services. For the purposes of this Privacy Notice, our commercial activities and services for individuals and businesses are referred to as 'Recruitment Services', and our actual or potential hiring customers are referred to as 'Clients'.

The person responsible for data protection matters within our organisation is the Director **Simon Peach** and can be contacted on **01684 291133** or **simon.peach@inparalleluk.com**.

If you do not wish us to process personal data in accordance with this policy, then please do not provide it to us, Please refer to Section 4 'Your rights', in respect of data that we already hold, or which we receive from third parties.

Section 1: This section applies to individuals wishing to use or using our Recruitment Services or looking for a role to work with us ('a Candidate').

The personal data we collect or receive includes the following as applicable:

- Name
- Address
- Email and other contact details
- Date of birth
- Job history (including information relating to placements through us)
- Educational history, qualifications & skills
- Visa and other right to work or identity information
- Passport
- Bank details
- National insurance and tax (payroll) information
- Next of kin and family details
- Contact details of referees
- Personal information relating to hobbies, interests and pastimes
- Information contained in references and pre-employment checks from third parties
- Other sensitive personal information such as health records (see 'Sensitive Personal Data' section below)
- Your marketing preferences

We may obtain your personal data from the following sources (please note that this list is not exhaustive):

- You (e.g. a Curriculum Vitae, application or registration form)
- A client
- Other candidates
- Online jobsites
- Marketing databases
- The public domain
- Social Media
- At interview
- Conversations on the telephone or video conferencing (which may be recorded)
- Notes following a conversation or meeting
- Our websites and software applications

Where you are a Candidate and we have obtained your personal data from a third party such as an online job board, it is our policy to advise you of the source when we first communicate with you.

