City Integration

Data Privacy Policy

CITY INTEGRATION LIMITED 8 Devonshire Row, City of London, EC2M 4RH

Contents

Privacy Policy

Name of organisation;

City Integration Limited, 8 Devonshire Row, City of London EC2M 4RH.

Contact details;

Info@cityintegration.com

1. All data requested will be used for legitimate recruitment purposes only. The company will use personal data with a view to obtain and arrange employment for the data subjects.
2. We will only store, candidate's personal data in the form of;
   a. CVS.
   b. Email addresses.
   c. Websites.
   d. Telephone numbers.
   e. Home addresses.
   f. Copies of Identification (where provided with permission by candidates).
3. We will only share this information with our clients, where express permission has been sought and granted.
4. We source data from publicly available websites, such as, but not limited to; Linkedin, Facebook and from other publicly available sources, such as candidate job boards.
5. Our data is stored in our cloud based ATS Bullhorn Reach. As "Data Processor", they are fully GDPR compliant.

6. When an offer of engagement is received data will be shared, with your permission with "data processors", in the form of credit and criminal referencing agencies.
7. We intend to store candidate data for as long as we deem it relevant that we may find suitable employment.
8. Each candidate has the right to and can make the following requests to;
    a. Be forgotten.
    b. Have data rectified.
    c. Have access to the data that we store.
    d. Withdraw consent.
    e. Be kept informed as to the processing of their data.
9. For details on how we protect candidate data please refer to our IT security policy.
10. To Obtain, Delete, Rectify or to restrict processing of personal data please send an email to;

info@cityintegration.com

With the subject title *"Personal Data Request".*

A response to these requests will be provided within 2 working days.

Data Sourcing policy

1. We will only source data for candidates that we intend to contact.
2. We will contact candidates within a calendar month of collecting personal data or remove from the system if we don't.
3. We will remove candidate data from the system immediately should they request this.
4. We will only obtain candidate data lawfully.

Basic GDPR Terms

1. Candidates or "Data Subjects".
2. Employers or "Data Controllers".
3. Applicant Tracking Systems (ATS) and other recruitment software/services or "data processors".