



## **Sphere Group Privacy Statement**

Sphere Group is committed to keeping your information secure and managing it in accordance with our legal responsibilities under privacy and data protection laws.

This privacy statement provides information of how we process personal information. We may update this policy from time to time and therefore advise that you should periodically review this page.

### **What Information We Collect**

We collect information on you that is solely necessary for the purposes of running a recruitment business. Examples of such information are your name, the companies you have worked for, your CV, any information you share with us relevant to operating a recruitment business, documentation required to prove eligibility to work in the UK, details of professional qualifications, any relevant contact details required to reach you, any relevant information in relation to your skills and experience gained during your career and banking details for those candidates performing interim assignments. We also maintain a CRM database so that we can ensure we comply with all relevant legislation such as recording any third party interviews we arrange and the communication of all offers made.

As well as collecting information that you may provide to us we also collect information from a number of publicly available sources such as Companies House, LinkedIn, corporate websites, online CV sites, trade press, published corporate material as well as personal recommendations and referrals.

From time to time, we may ask you to provide information relating to protected characteristics, such as your race, age or marital status. This information enables us to collate data in order to monitor diversity and helps us to ensure that our recruitment activities are operating fairly and without bias. This information will never be used during an application process or shared with any other third party.

### **Legitimate Business Interest**

Sphere Group operates under Legitimate Interest as our business meets the following criteria:

- We only use personal information in a way an individual would reasonably expect
- The data we hold has a minimal privacy impact
- The data we hold is necessary in order to provide a time efficient service to candidates and clients
- The way we process data is not unethical or illegal

### **How We Use Personal Data and Why It Is Collected**

We use the personal information that we collect on you for a number of purposes:



- We utilise this information in order to approach you with suitable career opportunities of which you may not otherwise be aware of. This can occur when clients instruct us to search for relevant candidates on a confidential basis.
- For market research purposes
- To market our products and services to you
- In order to improve the service that we offer

### **Controlling Your Information**

In line with GDPR general legislation we will notify you at the point we have obtained your personal information, that we will hold this data and for what purpose.

We have invested significant resources to protect your personal information, from loss, misuse, unauthorised access, modification or disclosure.

Your personal data will never be passed to a third party without your consent.

Maintaining the accuracy of your data is very important to us and we put significant resources into regularly updating and maintaining your information. Should you believe any of the information we hold is out of date or inaccurate please contact us directly and we will immediately correct it. You also have a right to request that your personal information is restricted for processing, erased or transferred.

We hold records for as long as required to provide a relevant and high quality service and in accordance with legal, tax and accounting requirements. Where your information is no longer required we will ensure it is disposed of in a secure manner.

If you would like a copy of the information held on you please contact us directly. We will require proof of identity. A small fee may be payable to cover the administrative costs of providing this information if the request is excessive. We are committed to responding to all requests within one month.

### **Complaints Process**

If you have a complaint on how we have processed your personal information you may contact us using the contact details listed below.

### **Contact**

Our registered Data Controller

Geoff Blackwell-Frier – Director

If you have any questions about this Policy, or would like to exercise your rights with respect to your personal information, please contact us via [privacy@spheregroup.com](mailto:privacy@spheregroup.com).

Or write to: 23 Bramhall Park Road, Bramhall, Cheshire, SK7 3DQ