

Workforce Global Ltd Data Protection and Privacy Policy

Introduction

This Data Protection and Privacy Notice outlines how Workforce Global Ltd (hereafter referred to as “Workforce” or “we”) collects, processes, and safeguards personal data during its operations. These include, but are not limited to, recruitment, candidate placement, and managing client and supplier relationships. Workforce is fully committed to ensuring the privacy and security of personal data in compliance with the General Data Protection Regulation (GDPR) and relevant local data protection laws.

Who We Are

Workforce Global Ltd is a registered recruitment agency operating in the United Kingdom, London. As the data controller, Workforce oversees the collection, processing, and protection of personal data integral to its services. For queries about this notice or data protection practices, please contact us at info@workforceglobal.co

What Personal Data We Collect

The type of personal data we collect depends on your relationship with us. Below is a breakdown:

1. Candidates

- **Identification Data:** Name, address, phone number, email, date of birth, and nationality.
- **Employment Data:** CV, work history, qualifications, skills, references, and interview notes.
- **Government Identifiers:** National ID, social security number, or tax ID (where required by law).
- **Additional Data:** Photograph (optional), video interviews, and other voluntary information you share during the recruitment process.

2. Clients and Suppliers

- **Contact Details:** Name, email, phone number, and job title.
- **Professional Details:** Company name, address, and contract-related data.

3. Website Visitors

- **Technical Data:** IP address, browser type, operating system, and device information.
- **Usage Data:** Pages visited, time spent on the website, and cookies. (See our Cookie Policy for more information.)

Why We Process Your Personal Data

Personal data is processed for the following purposes:

- **Recruitment and Placement Services:** To match candidates with job opportunities and facilitate the hiring process.
- **Client and Supplier Management:** To manage contracts and maintain professional relationships.
- **Legal Compliance:** To meet obligations under applicable laws, including tax, employment, and fraud prevention regulations.
- **Marketing and Communications:** To send newsletters, white papers, event invitations, and similar content (subject to your consent).
- **Website and Systems Management:** To enhance user experience, ensure security, and analyze website trends.

Legal Basis for Processing

We process personal data on the following legal grounds:

1. Consent: For marketing communications or when sensitive data is voluntarily provided.

2. Contractual Necessity: To fulfill recruitment or other service agreements.

3. Legitimate Interests: To improve operational efficiency and prevent fraud.

4. Legal Compliance: To adhere to statutory and regulatory requirements.

How We Share Your Data

Your personal data may be shared with:

- **Clients:** For recruitment and placement purposes.

- **Service Providers:** IT, marketing, and background check providers assisting our operations.

- **Legal and Regulatory Authorities:** To comply with legal requests or investigations.

- **Affiliated Entities:** Branches or subsidiaries of Workforce Global Ltd for operational efficiency.

International data transfers are conducted in compliance with GDPR safeguards, including EU-approved standard contractual clauses.

Data Retention

Data is retained only as necessary for outlined purposes:

- **Recruitment Data:** Retained for two years post last interaction unless legally required otherwise.

- **Client and Supplier Data:** Retained for seven years after the business relationship ends.

- **Website Data:** Retained for up to one year for analytics purposes.

Your Rights

Under GDPR, you have the following rights regarding your personal data:

- 1. Right to Access:** Obtain a copy of your personal data.
- 2. Right to Rectification:** Correct inaccurate or incomplete data.
- 3. Right to Erasure:** Request data deletion under certain conditions.
- 4. Right to Restrict Processing:** Limit the processing of your data in specific circumstances.
- 5. Right to Data Portability:** Receive data in a structured, machine-readable format.
- 6. Right to Object:** Opt out of data processing based on legitimate interests or marketing.
- 7. Right to Withdraw Consent:** Revoke previously granted consent.
- 8. Right to Lodge a Complaint:** File a complaint with a data protection authority if your rights are violated.

Security Measures

Workforce implements robust technical and organizational measures to safeguard personal data. These include:

- Data encryption and secure storage.
- Access controls and employee training on privacy practices.
- Routine audits of data processing systems.

While we strive to ensure data security, absolute protection cannot be guaranteed. Incident response protocols are in place to manage and mitigate breaches promptly.

Updates to This Notice

This notice may be updated periodically to reflect changes in legal requirements or business practices. The most recent version will always be available on our website.