

Privacy Policy

LAST REVISED: 25th May 2018

Who are Scientific People?

We are a specialist recruitment agency based in Lennoxton, Glasgow, we recruit technical and scientific staff for the science industry in the UK. If you are a client, candidate or just visiting this website, this policy applies to you.

When and how we collect data

Like most businesses, we collect and process data about our candidates and clients – and in line with standard recruitment practice, this can sometimes happen before we even meet. Sometimes this is data we collect automatically – such as from your website or social media activity. Sometimes this data will come from other sources – for example where we collect your information from a job board after you have uploaded your CV. To help explain how this works in practice, we've produced the table below.

Data you give to us	Data we collect automatically	Data from other sources*	
		✓	When we find your CV on a job board or social media website such as LinkedIn
		✓	When you are recommended as a candidate or client by a friend or colleague
		✓	When we discover you as a potential client through networking or online
	✓		When you browse our website
✓	✓		When you ask us to contact or connect with you
✓	✓		When we communicate with each other, including via social media, Skype or WhatsApp
✓	✓		When you apply for a position or send in your CV via a job board, our website or direct
✓			When you supply us with a vacancy to fill
✓			When we forward your CV to a named client for a role we have discussed
✓		✓	When you attend an interview and pre-interview ID checks are made
✓		✓	When you accept an offer and pre-employment checks are made
✓		✓	When you are a temporary worker and we process timesheets and pay you on a PAYE basis
✓		✓	When you are a temporary worker and we process any pension
✓		✓	When clients provide us with access to their internal systems to process candidate data
✓			When you are a contractor and we process your timesheets and pay your invoices

*Whenever we collect data about you from other sources, it is our policy to let you know as soon as possible – but certainly no later than one month after we collect it.

Types of data we collect

Candidate and client contact details

Your name, address, telephone numbers, e-mail address

Your candidate profile

Date of birth, CV, job history, application history, education history, qualifications and skills, personal information relating to hobbies and interests, correspondence and contact history

Pre-interview checks

Passport, identity documentation, work visas and right to work information as applicable

Pre-employment checks

Proof of qualifications, contact details of referees, information contained in references, psychometric testing results and other checks

Employment-related information

Next of kin and family details, health records

Financial information

Your bank account number and sort code, national insurance number and other tax information, pension information

Data relating to your website usage

Your IP address, login information, browser type and version, time zone setting, browser plug-in types, operating system and version; the pages you view on the website

How and why we use your data



Finding candidates

Finding and contacting potential candidates that may be suitable applicants for live vacancies we are currently resourcing. Contacting potential candidates that are not immediately suitable for a current vacancy but we would wish to retain because their skill-set is appropriate.

LEGAL BASIS: **LEGITIMATE INTERESTS**



Forwarding CVs to potential clients

Sending your CV and profile information to a named client for a role that we have discussed, including sharing contact information for things like telephone interviews and testing.

LEGAL BASIS: **LEGITIMATE INTERESTS**



Pre-interview checks

Carrying out identity checks and any additional information including visas and right to work.

LEGAL BASIS: **LEGAL OBLIGATION**



Pre-employment checks / placing candidates

Performing background checks including references. Capturing other employment related information including health information or next of kin details.

LEGAL BASIS: **CONTRACT** **LEGITIMATE INTERESTS**



Running the payroll / paying contractors

Processing your tax and financial information so that we can pay you and ensure that your tax is paid correctly, processing your pension information.

LEGAL BASIS: **LEGAL OBLIGATION** **CONTRACT**



Marketing our services

Identifying new clients. Sending e-mails and messages to clients about our services.

LEGAL BASIS: **LEGITIMATE INTERESTS**



Improving our services

Understanding how effective our website is, managing pages and content, assessing traffic levels and promotion campaigns

LEGAL BASIS: **LEGITIMATE INTERESTS**

Your rights

You can exercise your rights at any time by e-mailing us at privacy@scientificpeople.co.uk

You have the right to object to us processing your data

If we have collected your data as a potential candidate or to market our services to you, you have the right to ask us to stop doing this and remove your data from our systems. We will normally retain a record of your e-mail address in a suppression list to prevent us collecting your data and contacting you again in the future.

You have the right to access information we hold about you

This includes the right to ask us about the categories of data we're processing, the purposes of processing, who we disclose our data to, how long the data will be stored for and your other rights regarding our use of your data.

You have the right to be forgotten by us.

Once you have completed any contracts with us, you have the right to ask for us to erase any personal data we hold about you, if it is no longer necessary for us to hold it. We have to hold on to certain pieces of data, for example payroll and identity checks, for legal and contractual reasons.

We will provide you with the information within one month of your request, unless doing so would adversely affect the rights and freedoms of others (e.g. another person's confidentiality). We will tell you if we can't meet your request for that reason.

You have the right to make us correct any inaccurate personal data about you

We will respond to any request within one month.

You can choose not to provide us with personal data

If you choose this, you can continue to use the website and browse its pages but we will not be able to process any applications or contact you without personal data.

You can turn off cookies in your browser by changing its settings

You can block cookies by activating a setting on your browser allowing you to refuse cookies. You can also delete your browser settings.

You have the right to lodge a complaint regarding our use of your data

Please do let us know first so that we can have a chance to address your concerns. If you are unhappy with our response, you can address complaints to the UK Information Commissioner's Office by calling their helpline **0303 123 1113** or as directed on their website www.ico.org.uk

Where do we store your data?

The personal data we collect is processed at our offices in Lennoxton, Glasgow and Biocity, Lanarkshire. We primarily use a recruitment database to process all of our business data – this database is hosted in the UK, including all data and backups.

How long do we store your data?

We will normally retain CV and profile information for potential candidates no longer than 6 years after it is first collected.

Employment information relating to successful candidates will normally be retained until 6 years after commencement of employment (permanent roles) or termination of the placement (contract and temporary roles). Pension data will be retained for 75 years post-employment as per legal requirement.

Third parties who process your data

In common with many other businesses, we use other companies to help us process your data – for example storing your CV or sending you e-mails. We have agreements in place with all of our data processors which restrict how they process your personal information.

Name / class of service provider	Data collected	Purpose	Location
Our recruitment database provider	<ul style="list-style-type: none">• Contact details• Your candidate profile• Pre-interview checks• Pre-employment checks• Employment information• Financial information	Finding candidates Storing candidate information Handling CV applications	UK
Our payroll provider	<ul style="list-style-type: none">• Contact details• Tax information	Calculating your PAYE	UK
Our pensions provider	<ul style="list-style-type: none">• Contact details• Pension information	Administering your pension	UK
Our accountants	<ul style="list-style-type: none">• Contact details• Financial information	Administering and auditing our accounts	UK
Our accounting software provider	<ul style="list-style-type: none">• Contact details• Bank details	We use a cloud-based accounting software provider	UK New Zealand US (Privacy Shield)
Our bank	<ul style="list-style-type: none">• Contact name• Financial information• Payment history	Paying contractors, temporary staff and suppliers	UK
Mailjet	<ul style="list-style-type: none">• Contact details	Sending direct marketing e-mails to clients and communicating with candidates	France EU
Google Analytics	<ul style="list-style-type: none">• How you use our site• Data that identifies you• Cookies	Google Analytics is a web analytics services. We use it to track the use of our website and produce reports on user activity	US (Privacy Shield)
Microsoft	<ul style="list-style-type: none">• Personal information• CV and Profile	Our e-mail and file storage system	EU

	<ul style="list-style-type: none"> • E-mail communications 		
Website hosting and development	<ul style="list-style-type: none"> • Contact information • CV and Profile data • Data that identifies you 	Hosting of our website Integration with our database Managing website security	UK

Cookies

We use cookies. Unless you adjust your browser settings to refuse them, we will issue cookies when you interact with our website. These may be 'session' cookies – meaning they delete themselves when you leave our website or 'persistent' cookies which do not delete themselves and are used to help us measure how our website works.

You can block cookies by activating a setting on your browser which allows you to refuse the setting of cookies. Please note that where third parties use cookies we have no control over how those third parties use those cookies.