

This privacy policy sets out how Leysman Consultancy Limited ("LMC") uses and protects any information that you give LMC when you speak to one of our employees or use our website under The General Data Protection Regulation (GDPR 2018).

LMC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when speaking to one of our employees or when using our website, you can be assured that it will only be used in accordance with this privacy policy

If you have any questions relating to this policy and our privacy practices, please send an email to recruit@leysman.com or contact our Data Protection Officer Natalie Matthews on 01480 860 077 or write to us at: Leysman Consultancy, Unit 4, Blackwell Farm Industrial Estate, Station Road, Tilbrook, Huntingdon, Cambridgeshire, PE28 0JQ

This policy is effective from 20th March 2023.

Who are we?

LMC is a specialist sales recruitment agency for the building, construction and DIY industry, specialising in sales and sales management positions. Clients include manufacturers, distributors and importers of building products and commercial interior fit out products.

We collect information from you when you send us an email, register with us by sending us your CV, apply for a job, refer a friend or request a call back.

We also collect personal data from you if your CV is on a job board or if you contact us via our social media sites or if your details are publicly available via LinkedIn.

How do we collect data from you and where is it stored?

We collect information from you when you send us an email, register with us by sending us your CV, apply for a job, submit a vacancy, refer a friend, request a call back or enter one of our ad-hoc competitions.

We also collect personal data from you if you contact us via our social media sites or if your details are publicly available via LinkedIn. Contact will only be made via these sites until you actively engage with us through traditional contact methods. We also collect information offline when you contact us by telephone or meet one of our team in person.

If you contact us via email or we receive an email from you, this information is stored electronically.

When candidates go through the registration process opt-in permission is obtained for their information to be stored on our database.

What type of information do we collect from you via the website?

We may collect the following information:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history

What other types of information do we collect from you during your job search?

- Job preferences including role, geographical areas and salary
- Any other work related information you provide, for example, education or training
- certificates
- We also collect driving licence information – if needed for the job
- We adhere to Right to Work legislation and as such require proof of a candidates
- right to work in the UK
- We do not hold any financial information on our candidates such as bank account information.

What we do with the information we collect from you?

The above information we hold is used to provide our services to you in our capacity as an employment agency to find you suitable work and during the process of a formal job offer with the recruiting company, and to allow the process to complete the placement.

Personal data is used either by explicit request when a candidate has applied for a specific role or when a candidate asks us to find them a new position.

We will also contact candidates – by either email or telephone – who have given us their permission to hold their data, if we think a candidate would be suited to a role we are recruiting for.

We do not use SMS marketing.

When submitting a form or email on this website, the submitted data is sent to us. We use this data to contact you in relation to your enquiry. Access to data we collect is limited to the members of our staff and marketing agency who require that data to perform their duties.

Your data is also used internally for record keeping for the purposes of your job search.

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.#

Your rights

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information, please email us at recruit@leysman.com or call 01480 860 077.

In addition to this right of access to the information we hold, you also have the following rights: erasure, restriction of processing, objection and data portability.

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

Alternatively, we could refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time or opt-out of being contacted. In order to do so, you should contact us by emailing us at recruit@leysman.com or by phoning us on 01480 860 077 to update your preferences for communication.

Concerns

If you have a concern about the way we are collecting, storing or using your personal data, you should raise your concern in the first instance with us by contacting our Data Protection Officer Natalie Matthews at recruit@leysman.com or by phoning 01480 860 077 or by writing to Natalie Matthews, Leysman Consultancy Limited, Unit 4, Blackwell Farm Industrial Estate, Station Road, Tilbrook, Huntingdon, Cambridgeshire, PE28 0JQ. We are registered with the ICO Reference ZB518453. If you want to contact the Information Commissioner's Office to raise a concern or for further information full contact details can be found by visiting at <https://ico.org.uk>