



Aspectz Ltd General Data Protection Regulations Statement

'Aspectz Ltd' shall be referred to in this statement as 'Aspectz'.

From 25th May 2018 Aspectz will comply with applicable GDPR regulations as a data controller and processor. This is for both our candidates and clients.

Candidates give us control of their data when they opt to use our services as a recruitment consultancy. When there is a suitable role for a Candidate we will obtain their express permission on each occasion prior to passing information on to the Client for the purpose of trying to get them a job.

Candidates are the data subjects, we are a data processor for candidates. We are a data controller to clients.

Your rights: The right to be informed: This is about transparency. We're very open about the data we gather about you as a Candidate, or a Client. • The Candidate information we take is contact information and 'normal' CV-type data in order to filter you as an option for our roles • The Client data we hold includes business contact details, names and positions of Client employees we have or may have contact with in the recruitment and ensuing transaction cycle.

The right to access: The data we source is fully transparent. We do get some data from reputable third party job-sites. This means that sometimes we will get Candidate data from them rather than the Candidate directly. In these cases, we contact the Candidate to ask for permission to work on their behalf.

The right to rectification: We are always happy to update information we hold to maintain as high an accuracy as possible.

The right to erase: You have a right to be forgotten and we will do this on request. Please contact us on 01621 817816 or email admin@aspectz.co.uk requesting this.

The right to restrict processing: If you would like us to stop using your data on your behalf to try to get you a new job we are more than happy to do this. Please contact us on 01621 817816 or email admin@aspectz.co.uk requesting this.

The right to data portability: We are able to give you digital copies of any of the data we hold on you. Once requested we will work quickly to get this to you. Please contact us on 01621 817816 or email admin@aspectz.co.uk to request this.

The right to object: If you decide that you would like us to stop using your data completely, please let us know and we will stop immediately. Please contact us on 01621 817816 or email admin@aspectz.co.uk to request this.

Email Marketing: Apart from sending Candidate CVs and personal details over to Clients after express permission, we also send CV writing and job interview help and advice emails, but only when a Candidate is actively looking for a role.

These are considered marketing emails and are opted-into rather than opted out of. Initial permission is taken when you register or are at interview stage with one of our Clients and can be changed at any time at your request.

SMS: Sometimes we use SMS text messaging to let you know we have tried to call you. Although we do not consider these marketing, but rather contact information, you can opt-out of these also. Contact us directly or reply STOP.

Questions & Complaints: If you have any questions or complaints regarding GDPR, or any other part of the business, please feel free to contact us on 01621 817816 or email admin@aspectz.co.uk

Data Portability: The GDPR includes certain requirements on data controllers for the portability of personal data. Our system is secure and follows all data transfer laws. No other organisation has access to the data or can use it in any way.