

## Privacy Notice with Cookies

Company Name:	<b>The Crewing Company ('the Company')</b>
Group Name:	<b>Searchlight Group</b>
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Document DP2b	<b>Privacy Notice with Cookies</b>
Topic:	<b>Data Protection</b>
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We are a recruitment business which provides work-finding services to its clients and work-seekers, and a company within the Searchlight Group. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This Privacy Notice is issued on behalf of the Searchlight Group and covers the Company and its affiliates; (Searchlight Recruitment Limited and Blueberry Creative Consultants Limited).

You may give your personal details to us directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board, or other Group Companies. We must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

### Collection and Use Of Personal Data

#### a. Purpose of processing and legal basis

We have collected/may collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

#### b. Categories of data

We have collected/may collect the following personal data on you:

##### Personal data

- Name
- Contact details, including telephone number, email address and postal address
- CV – including Experience, training and qualifications
- Date of Birth \*
- National insurance number \*
- Bank Details \*

*\* For Freelance or Temporary Workers only*

##### Sensitive personal data

- Health information relevant to the role for which you may have applied
- Criminal convictions

#### c. Legitimate interest

Where we have relied on a legitimate interest to process your personal data our legitimate interests is as follows:

- The provision of work finding services.

#### d. Recipient/s of data

We will process your personal data and/or sensitive personal data with the following recipients:

- Clients which we believe to be a suitable match to your specific skills, qualifications and experience.
- The HMRC for auditing purposes as and when required by law \*.
- Referees (the details of which have been provided by yourself) in order to verify your previous work history and suitability for the provision of work finding services.

*\* For Freelance or Temporary Workers only*

#### **e. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- we may be unable to provide/continue to provide work finding services to you, until such time as the required data is provided.

## **Overseas Transfers**

We may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

## **Data Retention**

We will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation\*.

Where we have obtained your consent to process your personal/sensitive personal data, we will do so in line with our retention policy (a copy of which can be provided upon request). Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data/sensitive personal data.

*\* For Freelance or Temporary Workers only*

## **Your Rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company or any Group Company processing your personal data/sensitive personal data you have the right to withdraw that consent at any time by contacting Marilyn Fernandes, at [marilyn.fernandes@thecrewingcompany.com](mailto:marilyn.fernandes@thecrewingcompany.com) or 0208 525 4844.

## **Source Of The Personal Data**

We have sourced/may source your personal data/sensitive personal data by the following means:

- Directly from your initial application, registration forms and all other applicable documented correspondence between yourself and the Company or Group.
- Indirectly from Referees provided by yourself during your initial application.

- Indirectly from external sources – ie. LinkedIn, Jobs Boards and other sources manifestly made public by yourself.
- Indirectly from other publically accessible sources –ie. Credit Checking services and Companies House.

## Use of our Website

Our website uses features provided by the Vimeo video portal. This service is provided by Vimeo Inc., 555 West 18th Street, New York, New York 10011, USA.

If you visit one of our pages featuring a Vimeo plugin, a connection to the Vimeo servers is established. Here the Vimeo server is informed about which of our pages you have visited. In addition, Vimeo will receive your IP address. This also applies if you are not logged in to Vimeo when you visit our plugin or do not have a Vimeo account. The information is transmitted to a Vimeo server in the US, where it is stored. If you are logged in to your Vimeo account, Vimeo allows you to associate your browsing behaviour directly with your personal profile. You can prevent this by logging out of your Vimeo account.

For more information on how to handle user data, please refer to the Vimeo Privacy Policy at <https://vimeo.com/privacy>.

## Website Cookies

Our website (thecrewingcompany.com) uses cookies. This Cookie Policy describes:

- what cookies are?
- our use of cookies
- how you can manage cookies used on our website
- privacy
- changes to this Cookie Policy
- further information

## What cookies are?

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer, smart phone, tablet or other electronic device if you agree. Cookies contain information that is transferred to your device's hard drive and some cookies may collect personal data about you. You can find more general information about cookies at:

[www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## Our use of cookies

We use a variety of types of cookies for the following purposes:

- **Performance cookies:** these cookies allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies:** these cookies are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting and marketing cookies:** these cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose, so that when you are on another website, you may be shown advertising based on your browsing patterns on our website. We may also show you advertising on our website based on your browsing patterns on other websites that we have obtained from our advertising partners.

You can find more information about the individual non-essential cookies we use on our website and the purposes for which we use them in the table below:

### thecrewingcompany.com (Google Analytics)

Cookie:	Use:	Expires:	Category
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_ga	Used to distinguish users.	Immediately	Performance cookie
_gat	Used to throttle request rate	Immediately	Performance cookie
_gid	Used to store information of how visitors use a website	24 hours	Performance cookie

## Google (General)

Cookie:	Use:	Expires:	Category
NID	The cookie is used by Google to display personalized advertisements on Google sites, based on recent searches and previous interactions.	2 Years	Targeting / Advertising
1P_JAR	Based on recent searches and previous interactions, custom ads are shown on Google sites.	1 week	Targeting / Advertising
Secure-3PAPISID	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.	2 Years	Targeting / Advertising
Secure-3PSID	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.	2 Years	Targeting / Advertising
Secure-3PSIDCC	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.	2 Years	Targeting / Advertising

## Vimeo

Cookie:	Use:	Expires:	Category
Player, vuid	We use Vimeo to embed videos onto our website. These cookies are used by Vimeo to collect analytics tracking information.	2 years	Functionality cookie

## How to manage cookies on our website

Cookies do lots of jobs on our website. However, most browsers allow you to disable them if you would like to. If you disable cookies, you may find that you have a less personalised experience on our website and that certain parts of our website do not work at all or do not work correctly.

Each browser is configured differently. To disable cookies via your browser settings, you should follow the instructions given by the publisher of your browser. As of the date of this Cookie Policy, these instructions are available for commonly used browsers through the following links:

### If you use Chrome:

<https://support.google.com/chrome/answer/95647?hl=en&hlrm=en>

### If you use Microsoft Edge:

<https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy>

### If you use Internet Explorer:

<http://windows.microsoft.com/en-GB/windows-vista/Block-or-allow-cookies>

### If you use Safari:

[https://support.apple.com/kb/ph21447?locale=en\\_US](https://support.apple.com/kb/ph21447?locale=en_US)

### If you use Firefox:

<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

If you use different devices, make sure you configure the settings of the corresponding browser according to your preferences.

If you wish to opt-out of tracking by Google Analytics across all websites, you can do so here: <https://tools.google.com/dlpage/gaoptout>.

## Privacy

We are committed to using cookies fairly and in accordance with applicable privacy rights. Our full Privacy Policy can be accessed here <https://thecrewingcompany.com/privacy-policy/>

## Complaints Or Queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Eve Clarke, Operations Manager for The Crewing Company on [eve.clarke@thecrewingcompany.com](mailto:eve.clarke@thecrewingcompany.com).

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.