

PR Futures

Updated Terms and Conditions of the contract: your rights under GDPR

The idea with GDPR is for you (the data subject) to control who keeps your data and what they use it for.

It is also essential under GDPR that the policies are laid out in simple plain English and without ambiguity.

PRFutures LLP is a recruitment consultancy and we only share candidate data as follows:

- With companies or clients looking to hire new staff either for contract, permanent or fixed term roles and we will always ask for your consent before submitting your CV to any companies or clients
- with third-party managing agents acting as an intermediary between PRFutures LLP and the end client and we will always ask for your consent before submitting your CV to any third party managing agents
- with HMRC as required by law for quarterly reporting purposes for UK contractors only
- with our accountants MJS Associates for any auditing or accounting purposes or as required by law
- with our insurers if requested and essential to getting insurance
- with an umbrella company if you request us to do so with any other entity if legally bound to do so

To be clear, save for the above, no candidate data of any type has ever been or will ever be shared with any other third party without your written permission.

Furthermore, no candidate data of any type has ever been or will ever be sold to any third party.

Your data is held safely and securely on a dedicated database that is only ever accessed by employees of PRFutures LLP.

PRFutures LLP will only ever use your personal data to send you recruitment related information and we will only ever send your CV to clients looking to review your details with a view to hiring you for a job and as above you will always be told where your CV is being sent.

When you submit a CV to PRFutures LLP, we will keep your CV on our database solely for the purpose of recruitment related activities.

This contract is between you, the data subject, and PRFutures LLP.

The contract is at the request of the data subject.

Your privacy is very important to us and we take it very seriously.

- Under GDPR any organisation processing personal data must satisfy at least one of six lawful bases for processing. At PRFutures LLP we have a legitimate interest in processing your data as this is necessary in order to provide our recruitment services and we will always consider and balance any potential impact on you and your rights under data protection and any other relevant laws. Our legitimate interests do not automatically override your interests and we will not use your personal data for activities where our interests are overridden by the impact on you unless we have your consent or are otherwise required or permitted to by law. Under these circumstances your right to be deleted remains intact at any time.
- We are publishing this document so that you know your rights and so that you can at any time exercise your rights under GDPR.
- We are a recruitment company so the purpose of processing data is in order to offer jobs to candidates and candidates to jobs. We therefore have to keep clear and accurate records of candidates in the market.

- Your data or more precisely your CV will only be shared with companies or clients looking to hire new staff and we will always tell you where your CV is being sent and in this case we will absolutely rely on your consent which could be given orally, by email or by an online process. This consent will be recorded on our CRM system in use at the time. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.
- If you are a contractor, freelancer or sole trader who takes up a freelance role in the UK through PRFutures LLP, then your personal data will also be shared with HMRC as required by law as well as with the bank in order to authorise payments to you as well as with our accountants in order to conduct annual audits and possibly with third party intermediaries if such a company sits between us and the end client. In all circumstances you will be informed where your CV is being sent and you have the right to stop the process at any time.
- Your data will not be shared with any other third parties under any other circumstances other than those detailed above and as required by law.

Who will have access to the data?

- PRFutures LLP staff will have access to the data.
- HMRC will have access only to the data released to them on a quarterly contractor report.
- Our accountants will have access to data as described above for reporting purposes.
- Neither our accountants nor HMRC will at any time have access to our database.
- Furthermore, we only work with GDPR compliant suppliers
- The personal data we collect are: your name, your job title, your company name, home address, e-mail, phone numbers and CV. This may also include a professional profile if one is available in the public domain such as LinkedIn.
- Once placed, we will require personal details such as bank details, NI Number, passport as well as utility bills, VAT, insurance, certificate of incorporation, resident permits, right to work in the UK. We do not store IP computer address. What are your rights?

PRFutures confirms the following rights to each Data Subject:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure which means you, the data subject has the right to change your mind and withdraw consent at any point during the retention period unless as above we are bound to retain your details for legal or record keeping obligations.
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.
- You also have the right to lodge a complaint about the processing of your personal data with your local data protection supervisory authority (in the UK, the Information Commissioner's Office).

- If you ever want to know what information we hold then just email us. If you would like us to delete your details from our records then please e-mail justyne@prfutures.co.uk

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Client Data:

- Client data held on our system also falls under legitimate interest and is a B2B relationship.
- No client data has ever been shared with anyone other than candidates attending interviews or with our accountants or with any statutory or legal body as required by law.
- No client data has ever been or will ever be sold.

We may update this policy from time to time, and this will always be updated on our website. Thank you for reading, we are only here to offer you (the candidate) career options and you (the client) amazing talent.