

Rockfield Specialist Recruitment Privacy Policy

Purpose of this privacy policy

This privacy policy explains what personal information we may collect about you, how we may use it and what we do to keep it secure. We also explain your rights in respect of your personal information and how to contact us should this become necessary.

What we use your information for

Rockfield Specialist Recruitment Ltd. will collect the personal details that you provide to us on our website, during face to face interviews/meetings, via phone, email or post for the following reasons/purposes: –

- To supply appropriate and effective recruitment services.
- Internal record-keeping and so as to be able to review your employment experience, location and level of remuneration against live jobs that we're recruiting.
- To contact you via email, SMS or phone, about vacancies that we believe you may be interested in.
- As proof of your identity, your visa status and to ensure/prove your eligibility to work in the UK, we will not share your formal identification with any third parties.
- So that we can submit your information to perspective employers in relation to specific jobs for which we feel there is a good match to your experience and aspirations. We will obtain verbal consent before presenting your details to a client.
- We may periodically send promotional emails about new services, specials or other information (which we think you may find interesting) using the email address which you have provided.
- So as to fulfil contractual obligations with our clients or the requirements of law that affect recruitment businesses – proof of academic or professional qualification, for employer or character references (interim works only), criminal references checks, ID and proof of a job seeker's eligibility to work in the UK.
- To supply them to third parties for the provision of services if required by our client, including references, qualifications and criminal references checking services, verification of the details you have provided, psychometric evaluations or skills test. These third parties comply with similar undertakings of privacy and confidentiality as Rockfield Specialist Recruitment Ltd.
- Except in the context of any services we provide, we would not usually expect to transfer your personal information outside of the European Union. However, if this does become necessary we will take proper steps to ensure that your information is properly protected.
- We may also release your personal information to regulatory or law enforcement agencies, if they require us to do so by law.

Registration

We request information from the user on our online registration forms, and our physical candidate registration form. Here a user must provide contact information and information regarding the type of work they are seeking and their skills, qualifications and experience. This information is used to enable us to provide the job seeker with targeted recruitment services and to make contact with them, in the provision of these services. Rockfield Specialist Recruitment Ltd. does not use this information for any other purpose.

Information Collection and Use and the General Data Protection Regulation (GDPR)

Rockfield Specialist Recruitment Ltd. is the sole owner of the information given to us. We will not sell, share, or rent this information to other third parties. Rockfield Specialist Recruitment Ltd. collects information from our users at several different points on our website and during the normal recruitment process.

How we store your information and your rights

We retain all the information we gather about you until you ask us to change or remove your personal data or for as long as is permitted by applicable law.

Rockfield Specialist Recruitment aims to keep any information held about you as accurate as possible. If you would like to review or change the details you have supplied us with, please contact us.

If you would like to talk to someone about our use of personal information, getting copies of the data we hold or exercise your right to be forgotten, please email contact@rockfield.com with the best way of contacting you, the details of your request and with 'Data Protection' in the subject line.

Use of Cookies

A cookie is a token that a server gives to your browser when you access an Internet website. Cookies are capable of storing many types of data. Cookies help us provide additional functionality to the site or to help us analyse site usage more accurately. In all cases in which cookies are used, the cookie will not collect personally identifiable information except with your explicit permission.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this Privacy Policy

If our privacy policy changes in any way, Rockfield Specialist Recruitment Ltd. will place an updated version of the policy on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how Rockfield Specialist Recruitment Ltd. uses it and under what circumstances, if any, we will share it with other parties.