

Job Seeker Privacy Notice

What is the purpose of this document?

Vitruvius Resources Limited is committed to protecting the privacy and security of your personal information. Vitruvius Resources Limited is a UK Private limited Company with company number 10350851 and our Registered office is The Old Byre Sevington, Grittleton, Chippenham, Wiltshire, SN14 7LD.

This privacy notice describes how we collect and use personal information about you during your relationship with us, in accordance with the relevant data protection legislation including UK Data Protection Act 1998, EU Data Protection Directive 1995 and, from 25 May 2018, the EU General Data Protection Regulation 2018 (GDPR).

Vitruvius Resources Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are committed to ensuring that your privacy is protected. Under data protection legislation we are required to notify you of the information contained in this privacy notice.

This notice applies to job seekers. We may update this notice at any time. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Processing Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are also "special categories" of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you:

- Name and job title
- Contact information including email address
- Demographic information such as postcode
- Current and desired remuneration
- Employment history
- Identification checks pursuant to EEA regulations
- Qualifications and/or certification as required by law for the position for which you will be employed

How is your personal information collected?

We typically collect personal information, either directly from you, through our website vitruviusresources.me, from 3rd party websites like [LinkedIn.com](https://www.linkedin.com) or from 3rd party job boards such as CV Library.



How and why we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To administer your account with us
2. To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us i.e. connecting you with employers.
3. We may use the information to improve our services.
4. We may periodically send promotional emails or texts about new vacancies, special offers or other information which we think you may find interesting using the email address / mobile phone number which you have provided.
5. We may use your information to contact you for market research purposes. Such contact will be made by email, phone or mail. We may use the information to customise our website.
6. We may also use your personal information in the following situations, which are likely to be rare:
 1. Where we need to protect your interests (or someone else's interests).
 2. Where it is needed in the public interest (or for official purposes).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose and the consent you initially provided. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required by law.

Ground for processing

Our legal basis for this processing your data is based on your consent. You have the right at any point to withdraw your consent to us processing your data. Please see 'Your Rights' below.

Data sharing Third Party Service Providers

We will share your personal information with third parties employers in order to fulfil our contract with you. We will only share your personal information with employers when you consent to such sharing.

We may also have to share your data with third parties, including third- party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

Third Party Service Providers

We use the following third parties to process your personal information on our behalf and the third parties have been vetted to ensure they comply with the relevant data protection legislation. Third parties will process your personal information in accordance with their privacy policies.

[Google Privacy Policy](#)

[Dropbox Privacy Policy](#)

Data Security

We have put in place measures to protect the security of your information. Details of these measures can be found in our website privacy policy at vitruvius.uk/privacy_policy.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.



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

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. We will retain your data while any contracts entered into between you and us are ongoing or, where the contract has expired, for as long as the consent you provided remains applicable.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during our contract with you.

Your rights in connection with personal information

You may choose to restrict or object to the collection or processing of your personal information having previously agreed to us using it. You may change your mind at any time in writing to 7 Basepoint Business Centre, Harts Farm Way, Havant, Hants, PO9 1HS or by emailing us at cboddington@vitruvius.uk. Please address any correspondence to Cliff Boddington, Company Director, Vitruvius Resources Limited.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. If at any point you believe the information we process on you is incorrect, or where you object to us processing your personal information, you can request to see this information, and have it corrected or deleted. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated in writing at 7 Basepoint Business Centre, Harts Farm Way, Havant, Hants, PO9 1HS or by emailing us at cboddington@vitruvius.uk. Please address any correspondence to Cliff Boddington, Company Director, Vitruvius Resources Limited.

Data protection officer

We have appointed Kelly Boddington, Office Manager, Vitruvius Resources Limited as data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at Arena, Solent Road, Havant, Hampshire. PO9 1TR. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

(Last updated October 2019)

