



<b>Company Name:</b>	Change Recruitment Services Limited ('the Company')
<b>Document:</b>	Data Retention Policy
<b>Topic:</b>	Data protection
<b>Date:</b>	May 2018
<b>Version:</b>	1.0

**Definitions of the 6 lawful bases for processing your data:**

(Ref: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>)

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone's life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

**Please see below the grounds by which we will hold personal data, and for what duration:**

- 1. When:** You submit your CV or personal details via a job board, our website, via direct email, passing to us in person  
**Duration we will hold your data:** We will hold this data for 30 days, during which time we will contact you and gain consent to continue providing you with work finding services, otherwise we will remove your data.

## Data Retention Policy

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**Lawful Basis:** Legitimate Interest

- 2. When:** We are working with you to provide work finding services, by either putting you forward for job roles or searching for appropriate job roles. (if you sign our Consent form)

**Duration we will hold your data:** We will ask for consent to hold your data for 24months initially, and will request a 12 month extension after 23 months have passed.

**Lawful Basis:** Consent

- 3. When:** If we find you a temporary role

**Duration we will hold your data:** 6 years from the end data of your assignment

**Lawful Basis:** Legal Obligation

- 4. When:** If we find you a permanent role

**Duration we will hold your data:** 2 years from when you start the role

**Lawful Basis:** Legitimate Interest

You have the right to withdraw my consent at any time by informing the Company that you wish to do so by email, phone or in person.

The company may however retain some of your personal data in conjunction with The Conduct of Employment Agencies and Employment Businesses Regulations 2003 and any Government Legislation.

**Further information on how we will process your data can be found in our Candidate Privacy Notice.**