



<b>Company Name:</b>	Change Recruitment Services Limited & Change Recruitment Services (Taunton) Limited ('the Company')
<b>Document:</b>	Data Retention Policy
<b>Topic:</b>	Data protection
<b>Date:</b>	December 2019
<b>Version:</b>	2.1

**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 in order to proceed with your application for the role you have applied for. We will also request for formal consent to hold

your data when asking you to complete our registration form (either via our website or face-to-face).

**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 accept our Consent form)

**Duration we will hold your data:** We will ask for consent to hold your data until you ask for this to be withdrawn. You can do this via your online portal login found on our website, by calling us or sending in an email.

**Lawful Basis:** Consent

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

**Duration we will hold your data:** a minimum of 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:** a minimum of 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.**