

General Data Protection Notice

CDS Recruitment
Room 112
The Quadrus Centre
Woodstock Way
Boldon
Tyne and Wear
NE35 9PF

Tel: 0191 300 1113
Email: enquiries@cdsrecruitment.co.uk
Web: www.cdsrecruitment.co.uk

1. What we need

Our General Personal Data Protection Policy governs the use and storage of your data.

CDS Recruitment is a Controller of the personal data you provide us. We collect the following types of personal data from you:

- Right to work evidence, such as Passport, or alternatively Birth Certificates and HMRC employment letters.
- Bank details and or Limited company details, insurance and vat certificates.
- Names, telephone numbers, email addresses.
- Curriculum Vitae's. Trade certificates and appropriate

2. Why we need it

We need your personal data in order to provide you with the following services:

- To allow CDS Recruitment to carry out searches of companies who would wish to interview you for new careers.
- Our services provide temporary and contract opportunities which include Payee, and Limited Contractors. With UK Law and depending upon various methods of payment details or company details are required.

3. What we do with it

Your personal data is processed in CDS Recruitment located in the UK – Tyne and Wear. Hosting and storage of your data takes place in the UK.

No third party providers have access to your data, unless specifically required by law.

4. How long we keep it

Under United Kingdom law, we are required to keep your documents until requested to be deleted or according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us through enquiries@cdsrecruitment.co.uk

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Officer at enquiries@cdsrecruitment.co.uk or in writing at CDS Recruitment Ltd, Room 112, The Quadrus, Woodstock Way, Boldon Business Park. Boldon Tyne

and Wear, NE35 9PF. Our Managing Director will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Data Protection Authority and file a complaint with them.