

Type of Personal Information	Details	Source		Reason for collection
		<b>Candidate/Contract Resource</b>	<b>Third party</b>	
Contact	Name, address, email address, telephone number, mobile number, emergency contact details, next of kin details	CV Application Form Interview Service communications with candidate	Job Boards Networking Sites	To identify suitable roles for you; to assess your suitability for specific roles we may have available; to assess you against additional suitability and pre-screening criteria for roles confirmed by our clients; to ensure that we seek to match you to roles in line with your aims and aspirations; to ensure we represent you in the best possible way to our clients; both now and in the future.
Employment	Previous roles worked in Details of prior roles Employers details Dates of employment Salary and Remuneration Career aspirations Work/professional references		Job Boards Networking Sites Referees* Prior employers – employment history verification check	
Education/Training	Information on schools/colleges/university attended and types of exams taken and grades Other training courses undertaken and grades		Job Boards Networking Sites Referees Educational Institute	
Professional Qualifications	details of professional qualification held		Job Boards Networking Sites Professional Institute	
Social Activity/Interests	outside interests, hobbies, likes, dislikes, family interests		Job Boards Networking Sites	To undertake verification of employment history, gaps in employment, and or which may include taking up references as we deem necessary to assess suitability for roles (and for permanent roles only where it is required by our client)
Professional Body registrations and accreditations	details of any professional memberships or memberships of professional bodies		Job Boards Networking Sites Referees Professional Body	
Personal Qualities/Skills/Behaviour Characteristics	information about your personal attributes, your personal skills, ability to lead, ability to work in a team, and other information from answers provided to competency-based questions, psychometric test questions, personality test questions and skills testing Personal references		Psychometric testing and assessment service providers External skills testing service providers Referees Service communications with client	To keep you informed generally about roles which we believe may of interest and are relevant to you both now and in the future.  To administer contract assignments that that you have agreed to, are available for, and on-call for.
Health Information	Any health conditions, sickness information, medical conditions, medical information provided in medical questionnaires, information relating to pregnancy and or maternity, assessment of a PAYE worker’s working capacity, subject to confidentiality safeguards, and any information on disabilities.			Referees Prior employers – employment history verification check

				our client has requested we verify employment history as part of our recruitment process; to ensure we and our Client may comply with health and safety legislation
Criminal Convictions/Offences	<p>UK: Unspent criminal convictions Spent Convictions (where more enhanced DBS check is required based on the contract role concerned)</p> <p>Overseas: Police clearance certificate, criminal records certificate, certificate of good standing or such other official criminal convictions certificates issued by the country of origin</p>		<p>UK: Disclosure Barring Service (DBS)</p> <p>Overseas: Police or such other authority authorised by the state to issue criminal convictions information</p>	We are entitled to ask for a declaration or confirmation of a Basic Disclosure Check as part our suitability checks and where relevant for roles which you are interested in. We only collect such information is requested by a client for a particular permanent or fixed term role.
Identity	Evidence of ID confirmed by production of copies of documents, usually 2 from list; Passport or photo driving licence, other photo ID, birth certificate. Proof of address; utility bill, bank/building society statement, council tax bill	Service communications with candidate	ID check report from Background Screening Service Provider Networking Sites	To ensure that we have confirmed who you are in accordance with the Conduct Regulations To ensure that we prove identity of data subject upon receipt of subject access request
DVLA	Driving licence, information on categories of driving, any endorsements, restrictions; check code number and driving licence number for online check of driving licence information			To ensure eligibility for vacancy which requires driving or may involve driving;
Images	Photograph (whether digital or not) of Candidate			To assist us in remembering you when providing services; to assist us in confirming your identity with our Client; to prepare building passes or other ID badges required by a client; to allow a client to check who you are when you first attend an assignment;
Right to Work	your confirmation of whether you have a right to work and basis of such right; evidence of ability to work legally in the UK; copy of passport or 2 documents from Home Office list of documents and physical sight of passport required to comply with defence requirement, visa, permit,			To ensure that we confirmed that you have a legal right to work in the UK in accordance with immigration legislation for contract assignments or to require the confirmation of the same where

	and or sponsorship visa information			requested by a Client for a permanent or fixed term role
Credit Reference Check (adverse financial check)	confirmation that you have no adverse credit history including any, bankruptcy, and or voluntary or involuntary arrangements for creditors where required for specific contract roles	Communications with candidate	Credit check report from Background Screening Service Provider	To ensure where the contract assignment requires, that the candidate has no adverse credit history which may affect our ability to consider you for a contract role
Recruitment process feedback	feedback taken post interview, post offer, and/or post rejection from each of the Candidate and Client	Service communications with candidate	Service communications with client	To record the outcome of our recruitment service activities; to improve our recruitment services to the candidate and the client; to ensure we deliver constructive feedback to both our Candidates and Clients during the recruitment process
Contract assignment feedback	feedback given by contract resource or Client during a contract assignment or at the end of a contract assignment	service communications with contract resource	service communications with client during contract assignment	To ensure that we can administer our contract with contract resource and with the Client; to ensure we can deliver constructive feedback to both contract resource and Clients during the contract assignment or after the contract assignment
Service communications	letters, emails, phone calls, texts, and other electronic communications between us issued and or received in the course of the delivery of our recruitment services including feedback for recruitment process and contract assignment			to administer our recruitment services to clients and candidates
Special Categories of Data	Health Information, Images, Equal Opportunities	CV, Application Form, Equal opportunity monitoring form, service communications with candidate, interview notes		See defined category sections for more information
Finance, Tax & Social Security	Bank details, NI number, tax code, data of birth, P45, P60, payslips, gender, marital/civil partner status, dependants, and any other personal information required to be maintained with HMRC, and or any HMRC correspondence relating to tax and social security, information relating to HMRC employment status check and or IR35 status check or review, details of your interest in and connection	Application Form Service communications with candidate HMRC Employment Status Check	HMRC IR35 review service provider	To pay you for a contract assignment; To issue you remittance for work; to deduct statutory tax and NI contributions from payments due to you; to file tax intermediaries and for reporting for contract resource supplied via their own personal service company (PSC) on contract assignment

	with the intermediary through which your services are supplied, where engaged as a self-employed consultant (whether sole trader or via a PSC).			and comply with agency legislation and public sector IR35 legislation and or other tax reporting to HMRC
Salary & Remuneration	salary and or income details, fee rates, contractual benefits, and other remuneration; relating to past roles, current role, future aspirations, and new or potential roles offered to you	Service communications with candidate	Service communications with Client	To ensure we can match you to relevant roles based on expectation on salary; To allow us to invoice our placement fee for a successful permanent or fixed term role if you accept an offer having been introduced for the role concerned; to allow us to invoice our fees to our clients
<p><b>*Referees/prior employers</b> – we will always discuss any requirement for us to take up any verbal and or written references and/or any requirement for us to verify your employment history and or gaps in employment history for any role. We will never seek to contact a current employer unless with your permission.</p>				