

The Talent Pool (UK) Ltd Privacy Notice

The Talent Pool (UK) Ltd gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The Talent Pool (UK) Ltd is a registered office is at The Old Rectory, Buckland St Mary, Chard, Somerset. TA20 3SL and we are a company registered in England and Wales under company number GB06425547. We are registered on the Information Commissioner's Office Register; registration number ZA356328 and act as the data controller/data processor when processing your data. Our designated Data Protection Officer is Lisa Smale, who can be contacted at;

The Talent Pool, The Old Rectory, Buckland St Mary, Near Chard, Somerset, TA203SL, 07894 429472

Information We Collect

The Talent Pool (UK) Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Special Category Data (*i.e. health/medical information, etc*)

We collect this information in the below ways: -

- Via one to one personal consultations with employees of client organisations
- Via delegates completing questionnaires
- Existing clients, potential clients and delegates supplying us with their contact details via various methods such as email.

How We Use Your Personal Data (Legal Basis for Processing)

The Talent Pool (UK) Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

The purposes and reasons for processing your personal data are detailed below: -

- **Example:** We collect your personal data in the performance of a contract or to provide a service that can be sent out to your preferred address
- **Example:** We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- **Example:** We will occasionally send you information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

Your Rights

You have the right to access any personal information that The Talent Pool (UK) Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. The Talent Pool (UK) Ltd uses employees and associates to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

The following organisations are used to process Psychometric profiling tools on behalf of the Talent Pool: Thomas International, Oxford Psychologists Press, The Good Boss Company, Aspirin Business Solutions and Talent Dynamics.

We use MJP Bookkeeping to do our bookkeeping and tax returns and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address and order details to meet business and legal requirements.

Their privacy notices can be made available to you on request

Safeguarding Measures

The Talent Pool (UK) Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

Transfers Outside the EU *(if applicable)*

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. The Talent Pool does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data *[if relying on statutory/contractual requirement basis]*

You are not obligated to provide your personal information to The Talent Pool (UK) Ltd, however, as this information is required for us to provide you with our services, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

The Talent Pool (UK) Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 5 years after which time it will be destroyed.

Special Categories Data

Owing to the products, services or treatments that we offer, **The Talent Pool (UK)** sometimes needs to process sensitive personal information (*known as special category data*) about you. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through voluntary submission of data. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

LEGITIMATE INTERESTS EXAMPLE

The Talent Pool (UK) Ltd will occasionally send you information by email that has been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

Lodging A Complaint

The Talent Pool (UK) Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

The Talent Pool (UK) Ltd

Lisa Smale

The Talent Pool , The Old Rectory, Buckland St Mary, Near Chard, Somerset, TA203SL

07894 429472

Lisa@thetalentpool.co.uk

The Talent pool (UK) Ltd take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____

Print Name: _____

Time: _____

Date: _____

I confirm that I have been provided with a copy of The Talent pool (UK) Ltd Privacy Notice & Terms & Conditions prior to giving consent