



## Privacy Notice

### **Context:**

This statement outlines in plain language how Interact Consulting Limited (company number 5870785) uses your data, what data we hold on you and how we take measures to ensure the data we hold is kept securely and safely.

Interact Consulting Limited is committed to protecting your personal information in accordance with the General Data Protection Regulation (GDPR).

### **The Data Controller:**

The data controller is Interact Consulting Limited (company number 5870785) of Luminous House, 300 South Row, Milton Keynes, MK9 2FR and can be contacted on email by [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk) or via telephone on 01908 933280.

### **The Data Protection Officer:**

The Data Protection Officer is Elena Antonini and can be contacted on email by [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk) or via telephone on 01908 933280.

### **Legal Basis:**

We use the following legal basis to collect and process your data:

1. **Indirect Consent:** We use third-party job recruitment websites to obtain information on potential clients of which we undertake due diligence to ensure they gain adequate consent from data subjects for us to obtain and process your data in order to source employment opportunities for you.
2. **Direct Consent:** Should you provide data directly to us through our website we will gain consent for you to process your data. You can withdraw your consent at any point either by completing the online form on our website or emailing us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).
3. **Legitimate Interest:** We process the data we obtain in your legitimate interest to source jobs opportunities which may suit your knowledge and skills.
4. **Contractual:** Should we source an employment opportunity we will process additional data collected under the terms to fulfil the contract of employment and as such an additional privacy notice will be made available to you.

## Why We Process Data:

In summary, we use the data we hold and process to:

- Ensure you receive the best service from us.
- Understand your needs and provide you with better service.
- Ensure appropriate internal record-keeping.
- Improve our services to you.
- Contact you via email, SMS or phone, about vacancies we believe you may be interested in.
- Maintain our business relationship, where you are a user of our website as a client or candidate.
- Assess data about you against vacancies which we believe may be suitable for you.
- Send your information to clients for potential jobs or to assess suitability for the role. We will obtain consent before presenting your details to a client.
- Enable you to submit your CV for general applications, to apply for specific roles or to subscribe to our job alerts which we believe may be of interest to you.
- Fulfilling contractual obligations with our clients.
- Fulfil client requests such as references, qualifications and criminal references checking services,

## What Data We Hold:

- Your CV submitted directly to us our via a third party website.
- Your contact details.
- Other personal data you provide directly to us.

## The Use of Cookies:

Cookies are very small text files that are stored on your computer when you visit some websites. We use cookies to help identify your computer so we can tailor your user experience, track shopping basket contents and remember where you are in the order process. You can disable any cookies already stored on your computer, but these may stop our website from functioning properly. The following cookies are used on our website:

Cookie Name:	Details:	Expiry Period:
__utmb	Used by Google Analytics to establish and continue your session on the site. Each time you visit a page it is updated to expire in 30 minutes. It expires if you spend more than 30 minutes on a single page.	30 Minutes
__utmz	Used by Google Analytics to store the type of referral used to reach the site; e.g. direct, link, web search, etc.	6 Months
__utmc	Previously used by Google Analytics javascript to define a session status.	Not set
__utmt	Used by google analytics to throttle request rate to reduce the risk of abuse from cyber attacks.	10 Minutes

__utma	Used by Google Analytics to capture and determine unique visitors and the frequency of views. It is written to the browser on your first visit to a site (from the browser being used).	Two years
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If you don't want to receive cookies, you can modify your browser so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set.

If you wish to restrict or block web browser cookies which are set on your device then you can do this through your browser settings; the Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org), which contains comprehensive information on how to do this on a wide variety of desktop browsers.

### **Access To Your Data:**

Interact Consulting Limited takes the security of your information very seriously. Only authorised staff will have access to your data for the purposes specified in this privacy notice. We make sure that your data is only accessed for legitimate purposes by people who are facilitating your customer experience.

Additionally, Interact Consulting Limited may share data with the following third parties and has undertaken due diligence to ensure such organisations have appropriate data protection policies and procedures, security arrangements in place and are compliant with data protection legislation.

- HMRC to ensure compliance with our reporting regulations.
- Our external financial auditors.
- The UK Government at their request.
- The Police at their request.
- Potential employers where we have your consent to do so.

### **Data Processors:**

We use a range of data processors such as Sage to facilitate financial transactions. For all data processors, we enter into a data processing agreement on the terms that data can only be used to administer the task specified, upon our instruction and that all data will be destroyed following Interact Consulting Limited ceasing to use the data processor.

Additionally, we undertake due diligence on all data processors to ensure such organisations have appropriate data protection policies, procedures and security arrangements in place, and are compliant with data protection legislation.

### **Where The Data Is Held:**

Interact Consulting Limited ensures data is stored in secure databases and servers that adhere to industry standard security arrangements and are ideally located within the European

Economic Area, following our data storage policy. Where Interact Consulting Limited uses providers and servers located outside of the European Economic Area, it will ensure it meets the conditions under the General Data Protection Regulation (GDPR).

#### **Retention Period:**

We will retain records not related to financial transactions or enabling financial transactions for an indefinite period as in your legitimate interest we will always attempt to seek continued employment opportunities and enhancement within an employment opportunity. However, should you withdraw your consent from using our services we will cease to process your data and delete all records securely.

We securely keep records of financial transactions for a maximum period of six years after the financial year in which they take place and such records are made available for our approved external financial auditor & accountants at their request.

We keep such records for this period of time and make them available to approved auditors & accountants to comply with financial regulations and legislation and for no other reason or purpose. After, a period of 6 years such records are securely, and confidentially disposed of.

#### **Your Rights:**

Under the General Data Protection Regulation, you have the following rights and can find more information on the Information Commissioner's Office Website [here](#):

The right to be informed about what data is being held about you and how it is processed and managed, which has been clearly outlined within this privacy statement.

The right of access to data that is held about you and you can do this by contacting us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

The right to rectification if the data that is held about you is inaccurate or incomplete and you can request this to be undertaken by contacting us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

The right to erasure of the data we hold upon you which is also known as the right to be forgotten. To request the right of erasure, please contact us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

The right to restrict processing of the data we hold upon you. This means not deleting the data we hold upon you but placing a certain restriction or total restrictions on how we process it. To request the restricting of processing, please contact us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

The right to data portability to receive the data we hold on you in an open source format such as in a CSV format. To request the data we hold in such a format, please contact us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

The right to object to the way your data is being held, processed or managed, and you can do so by contacting us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

Rights in relation to automated decision making and profiling which we have covered in more detail within this policy. Should you have any further questions or concerns in relation to this, please contact us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk).

### **Automated Decision Making:**

Individuals have the right not to be subject to an automated, electronic decision when it is based on automated processing and it produces a legal effect or a similarly significant effect on the individual. In the event of us using automated decision making in the above manner, we must ensure that individuals are able to obtain human intervention, express their point of view and obtain an explanation of the decision and challenge it. Should you be subject to this we will inform you in writing.

### **Complaints:**

Should you have a complaint about the management of your data please contact us on [data@interactconsulting.co.uk](mailto:data@interactconsulting.co.uk) and we will investigate the matter. You have a right to also complain to the UK Regulator of Data Protection. You can make a complaint or raise a concern to the Information Commissioner's Office online [here](#).