



Data Processing Notice

Todd Hayes Limited is a Recruitment Search & Selection Agency specialising in a wide range of sectors, providing Companies with a high standard of both temporary and permanent candidates. This Data Processing Notice explains how we use the personal information we have collected from you, and your rights under the new General Data Protection Regulation.

Why we retain your personal information?

When you use the services of Todd Hayes Limited, we need to collect personal data which is used throughout the recruitment process and for the duration of time we have a relationship with you, this collection of data is to help both you and us, and the types of information we collect is listed below:

- Name
- Email address
- Phone numbers
- Address
- Date of Birth
- NI Number
- Bank Details
- Tax Codes
- Next of Kin details
- CV
- Driving Licence/Driving Qualifications/Other Relevant Qualifications
- References
- Information relating to your employment finding services such as job title, job descriptions, your salary and salary expectations, terms of engagement, performance information, sickness records, annual leave, and notice periods.

Todd Hayes Limited also collect sensitive data to ensure we meet our legal obligations. The data listed below is only used to prove your identity, your right to work in the UK, and to carry out equal opportunities monitoring.

- Age
- Gender
- Race
- Ethnicity
- Disability/Health/Medical Information

- Biometric/Passport data (copies of any other eligibility or right to work documents taken if applicable)

Todd Hayes Limited also collect Criminal Conviction Data to determine your suitability or continued suitability for the role/roles you seek.

What we use your Personal Information for:

As detailed above, our main reason for using your information is to help us in providing you with employment options. However, Todd Hayes does use your data for other purposes, which are in yours and our legitimate interests. These include sending you details of job Roles, and Recruitment Information that may be of interest to you.

Who we share your data with?

Todd Hayes Limited will not pass to or sell your personal data to any unauthorised 3rd parties. If Todd Hayes ever needed to pass or share your information with a third party, it would only be in your best interest and we would contact you for approval before starting this process. However, an example where we may pass information to a third party without necessarily contacting you first, would be where you would have supplied a current driving licence or a document that states you are eligible to work in the UK – these documents would be required by a prospective employer.

If you do require us to share your personal data with any other 3rd parties, we will only do so with your explicit written consent.

Why are Todd Hayes sending me this?

Under the GDPR, individuals have several additional rights compared to the Data Protection Act in 1998, these are as follows:

- Be informed
- Access
- Rectification
- Erasure
- Restrict processing
- Data portability
- Object

As an individual, you can exercise these rights any time by contacting Todd Hayes Limited using the contact details below. Todd Hayes will always aim to respond to any requests as quickly as possible and will provide any information requested free of charge. In terms of the time scale we will aim to provide the information within a month after the original request was made. no more than one month after the original request is made.

How to Contact Us?

Email: nicolecoombs@toddhayes.co.uk

Todd Hayes Limited
Office 16, 17, & 18
Henderson Business Centre
51 Ivy Road
Norwich
Norfolk
NR5 8BF

Telephone: 01603 251787