

BACKGROUND:

CV Immigration understands that your privacy is important to you and that you care about how your personal data is used. CV Immigration respects and value the privacy of all of its employees and will only collect and use personal data in ways that are described here, and in a way that is consistent with the Company's obligations and your rights under the law.

1. Information About the Company

CV Immigration Limited

A limited company registered in England and Wales under company number 08224337.

Registered address: 73 Park Lane, Croydon, Surrey, England, CRO 1JG

Trading address: Southbridge House, Southbridge Place, Croydon, Surrey, CRO 4HA

VAT number: 273545685

Data Protection Officer

Email Address: info@cvimmigration.net

Telephone number: +44 (0) 203 675 3675

Postal Address: Southbridge House, Southbridge Place, Croydon, Surrey, CRO 4HA

CV Immigration Ltd is regulated by the Office of the Immigration Services Commissioner (OISC).

2. What Does This Notice Cover?

This Privacy Information explains how CV Immigration use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that CV Immigration uses is set out in Part 5 below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which CV Immigration will always work to uphold:

- a) The right to be informed about CV Immigration's collection and use of your personal data.
- b) The right to access the personal data CV Immigration hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by the Company is inaccurate or incomplete.
- d) The right to be forgotten, i.e. the right to ask the Company to delete or otherwise dispose of any of your personal data that CV Immigration has.

- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to the Company using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to the Company directly, and the Company is using the data with your consent or for the performance of a contract, and that data is processed using automated means, you can request a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. CV Immigration do not use your personal data in this way OR [Part 6 explains more about how CV Immigration use your personal data, including [automated decision-making] AND/OR [profiling]].

This Privacy Notice should tell you everything you need to know about the Company's use of your personal data and exercising your rights as outlined above. However, you can always contact CV Immigration to find out more or to ask any questions using the details in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about CV Immigration's use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Personal Data Do You Collect?

CV Immigration may collect some or all of the following personal data (this may vary according to your relationship with CV Immigration):

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
 - Date of birth.
 - Gender.
 - Marital status and dependents.
- Next of kin and emergency contact information.
- National insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- [Copy of driving license.]
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

6. How Do You Use My Personal Data?

Under the GDPR, CV Immigration must always have a lawful basis for using personal data. The legal bases we may rely on are inter alia that the processing of your data is necessary for performance of a contract with you, your consent to use your personal data, or because of our balanced legitimate business interests to use the data. Your personal data may be used for the following purposes:

- Making a decision about your appointment.
- Checking that you are legally entitled to work in the UK.
- Education requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Using your data as required by the UK Visa and Immigration for the purpose of your visa submission
- Verify your information with your Accounts and Employers or any other third party such as a Bank for the purpose of Immigration service requested
- Storing your data for up to 6 years in accordance with the OISC regulations.

We will use your sensitive personal information in the following ways:

- to submit your visa application at the Home Office
- to verify your details in accordance with the UK Visa and Immigration Policies
- To store the information as part of OISC compliance for a duration of 6 years
- To complete the application form on your behalf
- To enquire details with the Home Office and UK Visa & Immigration if required for the application process
- To complete a risk assessment on your case in order to verify the type of visa you qualify for in accordance with the UK Visa and Immigration policy guidance for the relevant category
- To store backup copies in case the home office, mailing provider or the applicant misplaces documents

7. How Long Will You Keep My Personal Data?

CV Immigration will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- [There is no fixed period for how long each type of personal data will be retained, however We use a Recruitment Software called Bullhorn, which is a virtually hosted Filemaker interface equipped with data encryption.]

8. How and Where Do You Store or Transfer My Personal Data?

CV Immigration may store or transfer some or all of your personal data in countries that are not part of the European Economic Area (the "EEA" consists of all EU member states, plus Norway, Iceland, and Liechtenstein). These are known as "third countries" and may not have data protection laws that are as strong as those in the UK and/or the EEA. This means that CV Immigration will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR as follows.

Please contact us using the details below in Part 11 for further information about the particular data protection mechanism used by CV Immigration when transferring your personal data to a third country.

The security of your personal data is essential to CV Immigration, and to protect your data, we take a number of important measures, including the following:

- We use a CRM system, which is virtually hosts Filemaker interface equipped with data encryption.
- We will only pass on your personal information/data we have prior verbal and written consent from you to do so.
- We will not share your personal data/information with any other organization(s) for marketing, market research or commercial purposes and we will not pass on your details to other websites.

9. Do You Share My Personal Data?

CV Immigration will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, CV Immigration may be legally required to share certain personal data, which might include yours, if the Company is involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.]

10. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can request details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover the administrative costs in responding.

CV Immigration will respond to your subject access request within 7 days and, in any case, not more than one month of receiving it. Normally, CV Immigration aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of the progress.

11. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: info@cvimmigration.com

Telephone number: +44 (0) 203 675 3675

Postal Address: Southbridge House, Southbridge Place, Croydon, Surrey, CRO 4HA

12. Changes to this Privacy Notice

CV Immigration may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if CV Immigration changes its business in a way that affects personal data protection.

Any changes will be made available by an official company update either through the company website, email communication and/or telephone.