

In brief...In holding information on our database (Jobadder Recruitment CRM - www.jobadder.com), such as a CV (and all the Personal Data you provide on it), the main objective is for Scope AT to provide you with suitable and appropriate job specifications from our clients, so that you can consider the available position, discuss further if needed, and if interested authorise us to proceed with an application (whether that be a Consultancy, Contract or Permanent position). By applying to an advert or by sending us your CV you are agreeing for us to process your personal data in line with this privacy policy. In addition, if you also agree for us to send your CV to a specific client when asked (or to a third party working on behalf of the client) for a role, you are agreeing that we will share your personal data by email or by upload to our clients / third parties vendor management system. We will only share the personal data that is necessary for you to be considered for the position, interviewed (phone / video / face to face) and if successful, placed into the role. If we successfully secure you a role (whether that be a Consultancy, Contract or Permanent position), we will need to process additional information such as the details below.

By Giving Consent to Scope AT to process your personal data, you give consent to the processing of the following personal data, and this information may be loaded onto our Database (Jobadder Recruitment CRM), our clients (or third parties) vendor management system.

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications
- CV
- National insurance number
- Directorship details
- Other information that you may share on the CV or is publicly available

Jobadder - Scope AT utilise and upload data onto a market-leading Recruitment CRM, Jobadder. Our Jobadder logins are protected by security rules including multi-factor authentication Their Data Security and Privacy Statement can be found here: <https://support.jobadder.com/hc/en-us/articles/360001337835#data-security-privacy-and-terms-of-use-0-0>

The key point is that we will only share personal data that we consider non-excessive in order to effectively fulfil our responsibility to both Candidate and Client.

Please find below our Privacy notice that explains, in detail, how and why we will process your data.

Scope AT is a recruitment business and IT solutions business which provides recruitment and IT solutions to clients, candidates and consultancies. We need to process personal data (including sensitive personal data) so that we can provide our services – in doing so, Scope AT acts as a data controller. You may have given your personal details to us directly, such as on an email application or registration form or via our website, or we may have collected the details from another source such as a CV Jobboard. Scope AT need to have a legal basis for processing your personal data, referred to below.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Scope AT will collect your personal data (including sensitive personal data) and will process the data for the purposes of providing you with Recruitment and IT Solution Services. The legal bases we rely upon to offer these services to you is Legitimate Interest, Consent, Legal obligation or Contractual obligation (e.g. when we successfully find you a position). The legal basis may change at any time, for

example, if we place you in a role, the legal basis for processing may change from Consent or Legitimate Interest to Contractual or Legal Obligation.

Our legitimate interests include providing a quality Service to Clients, Third Party companies that interface with our clients to enable the recruitment process and to Contractors; helping people find suitable Contract, Permanent and Consultancy work (with the candidates express permission); making an introduction to a client utilising relevant and recent job and skill information (with the candidates express permission); helping Clients fulfil Contract, Permanent and Consultancy headcount with suitable and interested Candidates; helping Consultancies deliver IT projects; ensuring the security of our services and in ensuring that our Website operates effectively; protecting Candidates, Clients, Employees and other individuals and maintaining their safety, health and welfare; promoting, marketing and advertising our services; understanding our candidates and clients preferences, and needs; improving services and developing new products and services; handling customer contacts, queries, complaints or disputes; fulfilling our duties to our candidates, clients, employees; creating local employment; and processing data that may be needed for Scope AT or Third Party companies (that interface with our clients to enable the recruitment process) to fulfil legal obligations, including legal regulatory reporting obligations.

a. Recipient/s of data

Scope AT will process your personal data and/or sensitive personal data (where required) with the following recipients:

Clients – with your express permission

Third party companies that interface with our clients to enable the recruitment process (for example where a client outsources their onsite Contract and Permanent recruitment process to a third party) – with your express permission (For Clients and Third Parties this may mean your CV is required to be uploaded to a client's vendor management system which means it may be considered for suitable positions with that Client).

Accounts Team / External Auditor / Relevant Government Bodies to fulfil legal obligations (in the case that we place you in a Contract, Permanent or Consultancy role)

Daxtra – CV Parsing specialist (i.e used to populate our CRM with information.

c. Statutory/Contractual/Legal Regulatory Reporting requirement

Your personal data is required by a contractual requirement (e.g. our Client may require this personal data), and/or a requirement necessary to enter into a contract and, should you start in a contract role, our Client or Third Party company may require personal data in order to set you up on their internal system access prior to your start date. Should you start in a contract role your personal data may also be required in order for Scope AT, or our Client, or a Third Party company (that interface with our clients to enable the recruitment process) to fulfil legal obligations, including legal regulatory reporting obligations.

2. Data retention

Scope AT will retain your personal data only for as long as is necessary to comply with contractual and/or legal obligations. Different laws require us to keep different data for different periods of time. The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services. Scope AT keeps your Data for a period of time that means it can continue to provide relevant potential role openings. Where Scope AT has obtained your consent to process your personal data, we will do so in line with the above. Where consent is not granted or actively withdrawn Scope AT will cease to process your personal data, in line with your rights stated below (3. Your rights). Should we have found you Contract or Consultancy work, we must also keep invoice / remittance records for a maximum of 6 years.

3. Your rights

Please be aware that you have the following data protection rights: The right to be informed about the personal data Scope AT process on you; The right of access to the personal data Scope AT processes on you; The right to rectification of your personal data; The right to erasure of your

personal data in certain circumstances; the right to restrict processing of your personal data; The right to data portability; The right to object to the processing of your personal data that was based on a public or legitimate interest; the right not to be subjected to automated decision making and profiling; and The right to withdraw consent at any time. Where you have consented to Scope AT processing your personal data you have the right to withdraw that consent at any time by contacting Peter von Schmidt, Data Protection Officer, Scope AT Limited, Brompton House, 97-99 Kew Road, Richmond TW9 2PN. dpo@scopeat.co.uk, tel: 020 8439 2935

4. Queries

If you wish to query this privacy notice or any of the procedures set out in it please contact: Peter von Schmidt, Data Protection Officer, Scope AT Limited, Brompton House, 97-99 Kew Road, Richmond TW9 2PN dpo@scopeat.co.uk, tel: 020 8439 2935. Peter will revert to your query within 25 working days. You also have the right to raise concerns with Information Commissioner's Office, the ICO Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF, or any other relevant supervisory authority should your personal data be processed outside of the UK if you believe that your data protection rights have not been adhered to.

5. Unsubscribe

Unless we are obliged to hold your Personal Data for a Legal or Contractual Obligation, at any time you are able to unsubscribe from our Database by sending an email to dpo@scopeat.co.uk and confirm you would like to unsubscribe.