

## **Ping Recruit Group Ltd - Privacy Notice - (Article 13 GDPR)**

***Updated May 2023***

Ping Recruit Group Ltd is committed to protecting your privacy. This privacy notice seeks to explain our approach in line with current Data Protection laws.

### Legitimate Interest

Ping Recruit Group Ltd processes your data when it is in our legitimate interests to do this and when these interests are not overridden by your data protection rights.

### What sort of data do we collect and retain?

Ping Recruit Group Ltd retains Personal Information (data) about you to help in the Recruitment process. By applying for an advertised position or in response to a direct enquiry from you we will retain information including your Name, Email Address and most recent contact telephone number. Any other information that you freely give and which may constitute sensitive information is not retained.

### How is Personal Data used?

Information given freely by yourself when applying for a position or registering an interest with Ping Recruit Group Ltd is only used for the recruitment process. We will not divulge any personal information (Name, Contact telephone number or Email) to a prospective employer without first obtaining your consent to approach a prospective employer.

### How long is Personal Data retained?

We will retain your data on our secure data base for a period of not more than five years. From time to time we may contact you to confirm your wish to either continue representing you or to confirm deletion of your personal information from our data base.

### Where do you keep my CV?

We retain a copy of your CV on our secure database.

### Security

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure we have in place suitable electronic and access control mechanisms.

### Deletion of Data on request

You may contact us at any time to request us to remove personal information about you. We will action any request within 48 hours and confirm deletion by email.

### How do I know what Information you have retained about me?

You may request us to divulge what information we retain about you. This request should be made in writing and should include the approximate date you registered with us and must be signed by you. We will respond by email within 30 days of receiving your written request. Following your request we will either delete or make appropriate changes to your data if you so wish.

### How do we send you information?

Following your request for information we will email you and attach a document in PDF format which will be written in clear concise and intelligible English.

### Transfer of Data

Outside of the standard recruitment process, unless explicitly requested by you in writing we will not transfer in part or whole any of your Personal Information to any other party.

### Contact details

All requests should be addressed to:

Mr Harry Simmonds or Mr Michael Turner

Ping Recruit Group Ltd  
61 Treviglio Close

Romsey

Hampshire

SO51 7AF

United Kingdom

Email: [harry@pingrecruit.com](mailto:harry@pingrecruit.com) or [mike@pingrecruit.com](mailto:mike@pingrecruit.com)

### How do we inform you of Policy Changes?

Any policy changes due to revised legislation or business reasons will be published on our Web page.

**Personal Data** – data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of Ping International Recruitment Ltd.

**Sensitive Data** – personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.