



Privacy Notice

Who We Are

Colossus Associates, we gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Colossus Associates' registered office is at 5th Floor, Imperial House, 31 Temple Street, Birmingham, B2 5DB and we are a company registered in England and Wales under company number 9595908. We are registered on the Information Commissioner's Office Register; registration number ZA148400, and act as the data controller & data processor when processing your data. Our designated Data Protection Officer/Appointed Person is Ian Tunnicliff, who can be contacted at

Colossus Associates Ltd,
43 Temple Row,
Birmingham,
B2 5LS,
01216511062
ian.tunnicliff@colossusassociates.com

Information That We Collect

Colossus Associates processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number

We collect information in the below ways: -

Online forms, website forms, employment CV's, job applications, Job board CV alerts, Job board CV search, job applications

How We Use Your Personal Data

Colossus Associates Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. *The purposes and reasons for processing your personal data are detailed below: -*

- *We collect your personal data in the performance of a recruitment agency to provide a service to help you find a new role.*
- *We will occasionally send you marketing information where we have assessed that it is beneficial to you as a applicant and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests*

Your Rights

You have the right to access any personal information that Colossus Associates Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.



You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Colossus Associates Ltd uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Wilkes Tranter

We use Wilkes Tranter Ltd act as our accountants and they act in the capacity of a processor on our behalf. The only information we provide them with is your name and address to meet business and legal requirements.

For more information about Wilkes Tranter Ltd, please read their Privacy Notice at

<https://www.wilkestranter.co.uk/disclaimer>

HeadTech Solutions

We use HeadTech Solutions Ltd to act as our Managed IT Services and they act in the capacity of a processor on our behalf. The only information we provide them with is your name and address details to meet business and legal requirements.

For more information about Headtech Solutions Ltd, please read their Privacy Notice at

<http://www.headtechsolutions.co.uk/>

Remedy HCMS Ltd

We use Remedy HCMS Ltd to act as our CRM Software & IT Consultancy supplier and they act in the capacity of a processor on our behalf.

The information we provide them with is your name, address, CV, phone number, email address, job application details and applicant notes to meet business and legal requirements. For more information about Remedy HCMS Ltd please read their Privacy Notice at

<https://www.chameleoni.com/gdpr/>

Cloud Call Ltd

We use Cloud Call to act as our Telephony & Call Recording Software supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and a recording of your calls to meet business and legal requirements.

For more information about Cloud Call Ltd please read their Privacy Notice at

<https://www.cloudcall.com/privacypolicy>

Idibu Ltd

We use Ibibu act as our applicant processing & tracking software supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your job applications, phone number and a recording of your calls to meet business and legal requirements.

They will hold your details for 6 months. For more information about Idibu Ltd please read their Privacy Notice at

<https://www.idibu.com/gdpr/>

Icetrak Ltd

We use Icetrak to act as our SMS processing service software supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and communication date to meet business and legal requirements.

For more information about Idibu Ltd please read their Privacy Notice at

www.icetrak.com

Linkedin

We use Linkedin to act as our applicant CRM service software supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and communication date to meet business and legal requirements.

For more information about Linkedin please read their Privacy Notice at

<https://www.linkedin.com/legal/privacy-policy>

Xero

We use Xero to act as our Accounting software supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and communication date to meet business and legal requirements.

For more information about Xero please read their Privacy Notice at

<https://www.xero.com/uk/about/terms/privacy>



Jobsite

We use Jobsite act as our Applicant CV database supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and communication date to meet business and legal requirements. For more information about Jobsite please read their Privacy Notice at

<https://www.jobsite.co.uk/privacy>

Sonovate Ltd

We use Sonovate act as our contract management supplier and they act in the capacity of a processor on our behalf. The information we provide them with is your phone number and communication date to meet business and legal requirements. For more information about Jobsite please read their Privacy Notice at

<https://www.sonovate.com/privacy/>

Safeguarding Measures

Colossus Associates takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: -

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Colossus Associates does not transfer or store any personal data outside the EU.

Legitimate Interests

As noted in the 'How We Use Your Personal Data' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have carried out a thorough Legitimate Interests' Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

We use the legitimate interests' legal basis for processing for job applications sent to Colossus Associates and have identified that our interests are to help you find a new job. We will contact you via phone, email or SMS based on the data you have provided us

How Long We Keep Your Data

Colossus Associates only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed. We will also only keep your data for 6 months if you have not been in contact with you.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Marketing

Occasionally, Colossus Associates Ltd would like to contact you with details of vacancies, products or services that we provide. If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out/unsubscribe options or by contacting Colossus Associates directly. We will market to you via email and SMS.

LEGITMIATE INTERESTS

Colossus Associates Ltd will occasionally send you details of vacancies, products or services by phone, email or SMS that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

Lodging A Complaint

Colossus Associates Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Colossus Associates Ltd

Ian Tunnicliff

43 Temple Row, Birmingham, B2 5LS

0121 6511062 ian.tunnicliff@colossusassociates.com



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Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
0303 123 1113