



## **Privacy Policy**

### **Personal data collection**

One Resourcing collects personal data about you to help in the recruitment process. This data consists of information such as your name, address, e-mail address, work and education history and your responses to and the results of assessments administered through the site, plus your nationality which we are required to collect by law. We also collect information to provide us with a better understanding of the users of our website as a group, but which does not contain personally identifiable information.

### **Personal data processing**

We process this personal data as necessary to aid the recruitment process. We may also use data collected to help us to understand our users as a group so that we can provide you with a better service.

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, for example under the equality of opportunity laws. By using this website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective employers and clients in connection with the recruitment process.

### **Sharing data with third parties**

Where necessary we may pass data to third parties that help us to process data and to prospective or intended employers or customers for the purpose of recruitment. We may also share aggregate information with selected third parties but we do not disclose individual names or any identifying information.

### **Data security**

The security of your data is extremely important to us. Access to your personal data is only provided to our staff and third parties who help us to process data and, in order to help with the recruitment process, to prospective employers or customers.

### **How do you remove your name from the database?**

Under the Employment Agencies Act, One Resourcing is obliged to hold your data for 12 months after it was last used.