Privacy Policy

Our contact details

Name: Adore Recruitment Ltd
Address: Network House Christy Way, Southfields Business Park, Basildon, Essex. SS15 6TR
Tel No: 01268 971950
E-mail: info@adore-recruitment.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Telephone Number
- Email Address
- Date of birth
- Work History
- Qualifications
- References
- Personal Statement

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Work Finding Services
- Recruitment Solutions/ Advice

We also receive personal information indirectly, from the following sources:

- Online recruiting platforms

We use the information that you have given us in order to:
• Provide work finding services

We may share this information with our clients (with your prior knowledge and consent).
Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@adore-recruitment.co.uk
(b) We have a contractual obligation.
(c) We have a legal obligation.
(d) We have a vital interest.
(e) We need it to perform a public task.
(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.
We keep your personal for ten years. We will then dispose your information by deleting your personal information from all of our databases and systems.
Your data protection rights
Under data protection law, you have rights including:
Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at Georgia.lacey@adore-recruitment.co.uk if you wish to make a request.

London Fraud Hub

If you are assigned to work in certain London Borough Councils that participate in the London Fraud Hub your data will be shared into the Hub in order to prevent and detect fraud. The Cabinet Office will be responsible for carrying out data matching exercises which allows potentially fraudulent claims and payments to be identified. Where a match is found, it indicates that there is an inconsistency and further investigation is required. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

The use of data by the cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under the Data Protection Act 2018.

Data Matching by the Cabinet Office is subject to a **code of practice**.
Further information on the National Fraud Initiative is available on the government's website.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at 01268 971950/ info@adore-recruitment.co.uk
You can also complain to the ICO if you are unhappy with how we have used your data.
The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk