



Work2gether

One-Stop For The Best Talent

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info@work2gether.io



www.work2gether.io



Privacy Policy

This policy governs how we handle your personal information. By accessing our Website/portal or by using our services in any manner, you hereby agree to this policy statement.

We collect information about you to make your job search as easy and safe as possible. This data is important; we understand that. This is why we're committed to protecting your privacy online.

Work2gether an international human recruitment/ IT resource consulting services company. We are committed to protecting the privacy of our candidates, clients, and users of our website. Company entity acting as controller of your information will depend on the services we perform for you, as described below.

We want to provide a safe and secure user experience. We will ensure that the information you submit to us, or which we collect, via various channels (including our website, through written correspondence (including e-mail), conversations or meetings with our consultants, or through any of our offices or websites globally), is only used for the purposes set out in this Privacy Policy.



Head Office (London):

G38 The Triangle Centre, Uxbridge Road, Southall, London UB1 3EJ



Scope

- Protecting your personal information is our priority. This Privacy Policy explains how we processes and protects personal information about:
- candidates who register with us for roles that we are managing for other employers and for roles at Company, or through our website, job boards, social media sites or other sources;
- prospective candidates,
- business contacts at our clients and suppliers; and
- users of our websites; (collectively “you” or “your”)

It also tells you about your privacy rights including your right to object to our processing. If you would like to contact us, please see the “How to contact us” section of this policy.

Personal information we collect

Candidates

When you register with us as a candidate to provide work finding services to you, you provide and we process your personal information, including but not limited to your name, contact details and information from your CV, current benefits and your expectations for future roles. Where permitted by law, we may also collect information relating to your health (for example, disability information for reasonable work adjustment purposes), diversity information, including race, ethnic origin, sexual orientation and religion (for equal opportunity monitoring purposes) as well as details of any unspent criminal convictions where required by a client or by us if you apply for a role with us.

If you use our website, click on links in emails we send to you, open or forward them, or sign up to receive job alerts or other content from us, we also collect personal information from those interactions.

We also obtain personal information about you from third parties, including:

- referees – when you are offered a job;
- former employers – to confirm dates of employment;
- educational institutions – to check your academic qualifications;
- background checks – confirmation on clear backgrounds to the extent permitted by law;
- credit reference agencies – if we need to check your financial standing;
- publicly available sources such as LinkedIn and social media sites to enhance the information we hold about you, in order to help us find more suitable roles for you;
- clients to whom we have provided your CV and who have engaged with you as part of a job application or who have given feedback on your CV.
- prospective Candidates





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We collect personal information about you, including your name and contact details and professional biographical details obtained from publicly available sources such as LinkedIn and social media sites, so that we can contact you if we think you may be interested in our work finding services at a future date. We may also obtain your personal information through another candidate or an employer who recommends you as a contact.

Prospective Business Clients

We collect your contact details and information relating to your function or position to establish commercial relationships with your company.

Users of our website

We collect personal information such as your IP address and other information about your device which we need to provide our online content to you. We also collect information about your engagement with our website or apps such as the pages you view. If you contact us, we will also collect information about your enquiry. The Services Platform collects session cookies only which are stored on your computer only during your web session. They are automatically deleted when the browser is closed. They usually store an anonymous session ID allowing you to browse a website without having to log in to each page. They do not collect any information from your computer.

Clients

We collect personal information such as your name, job title and contact details. We also process personal information about what communications we have had with you, including whether you have opened or forwarded any emails, newsletters or other content we have sent to you. We also process feedback that you provide about our candidates.

If you provide information to us about a candidate (for example, if you confirm a candidate has worked with you or if you provide a reference), then we will obtain your details from the candidate and we will keep a record of the personal information that you provide to us about that candidate.

We process personal information about you from public domain sources such as LinkedIn and social networking sites or because you were a delegate at one of our events or at an event where the event organiser is permitted to share delegate details with us.



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Suppliers

- We collect your name and contact details as a business contact for your organisation.
- Providing your personal information
- In some cases, it will be necessary for you to provide personal information to us for us to work together. If you do not provide us with the personal information we request for, we may not be able to provide you with our services effectively.

How we use your personal information

Candidates : We use your personal information to

- provide you with work finding services;
- communicate with you;
- enable you to upload your CV and apply for jobs;
- personalise your experience by creating a candidate profile;
- enable us to monitor equality and diversity;
- provide you with interviewing and salary advice

Prospective Candidates and Business Clients: We use your personal information to

- determine if you may be interested in our services and how we can assist you;
- to contact you and find out if you are interested in our services.

Users of our website or apps

- We use your personal information to:
- improve and personalise your experience when you use our website or apps; and
- personalise advertising you received from us.

Clients : We use your personal information

- to provide recruitment services to you;
- to communicate with you;
- to get feedback from you on our services through client satisfaction surveys, in order to improve our services and to develop new services;
- to maintain our business relationship with you;
- to answer your enquiries when you contact us;
- to fulfil contractual obligations to you;
- to establish, exercise or defend legal claims; and





Suppliers: We use your personal information

- to communicate with you;
- to maintain our business relationship with you;
- to answer your enquiries when you contact us;
- to fulfil contractual obligations to you;
- to establish, exercise or defend legal claims; and
- Legal grounds for processing your personal information

Under the Regulation and other applicable laws, we rely on the following grounds to process your personal information:

- (a) Performing a contract – where, in order to perform our obligations under a contract with you or take steps at your request to enter into a contract with us, it is necessary for us to process your personal information;
 - (b) Compliance with legal obligations – where we need to process your personal information to comply with legal or regulatory obligations;
 - (c) Our legitimate interests or those of a third party – including:
 - providing our services to you;
 - responding to your requests and enquiries (the legitimate interest of the companies in this case is to maintain a constant and updated communication with clients and candidates, which is part of any commercial relationship);
 - optimising the performance of our website and user experience;
 - informing you about our services (job opportunities, industry reports and insights, events, promotions and competitions (the legitimate interest of Page is to inform clients and candidates about similar services and products);
 - ensuring that our operations are conducted in an efficient and secure manner;
 - providing satisfaction surveys of our services; and
 - contacting prospect business clients in order to establish commercial relationships with business clients (the legitimate interest of Page is to maintain relations of any kind with the company where the contact person works).
- right to withdraw your consent at any time. Please see the “How to contact us” section of this policy, if you would like to withdraw your consent.





- (d) Consent – in some circumstances, we will ask for your consent to process your personal information in a particular way – to manage your marketing preferences. For example, if you register for a job, we will offer you the possibility of registering for similar job alerts. To the extent that we are processing your personal information based on your consent, you have the right to withdraw your consent at any time. Please see the “How to contact us” section of this policy, if you would like to withdraw your consent.

Who we share your personal information with

While your personal information will be kept confidential, in certain circumstances, it may be necessary for us to provide or disclose your personal information if required for any of the foregoing purposes. Where we do so, we would merely disclose information that is necessary for the purpose of such disclosure.

Third parties

If you are a candidate, we share your personal information with clients who have vacancies for jobs which you are interested in.

We also share your personal information and where necessary, special category information with third party services who perform services and functions on our behalf, such as:

- conducting employment reference checks;
- conducting qualification checks;
- carrying out background checks (as required);
- verifying details you have provided from third party sources;
- conducting skills tests;
- hosting personal information for us;
- providing professional advice to us;
- administering surveys or competitions on our behalf;
- assisting us to communicate with you; and
- providing research and mailing house.
- We contractually require minimum standards of confidentiality and information protection from our third-party service providers. If we need to send personal information outside the UK, we will ensure that adequate safeguards are in place.





Other disclosures

In addition, we may disclose your personal information:

- if we are legally required to do so;
- to law enforcement agencies, regulators or other government officials; and
- to the new business owners and their advisers in the event of a re-organisation, merger, sale, joint venture, assignment, or other transfer or disposition of all or any part of our business
- Keeping your personal information secure

We have implemented and maintain appropriate technical and organisational measures to protect your personal information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access. Only authorised personnel and third-party service providers are provided with access to personal information on a need-to-know basis, and these employees and service providers are contractually obliged to treat this information as confidential.

How long we hold your personal information for

We will keep your personal information for as long as we need to in order to fulfil the purpose we collected it for, which may be an ongoing purpose. For example, if you're a candidate, we will retain your personal information for the duration of our business relationship with you and beyond, as we often support candidates with job placements over many years and potentially throughout their careers. We keep some personal information for longer than others. To determine the appropriate retention period for personal information, we consider factors such as the purposes for which we process your personal information, including any legal, regulatory, accounting and reporting obligations, the nature and amount of personal information that we hold about you, and the potential risk of harm to you from unauthorised use or disclosure of your personal information.

Where we process your personal information for direct marketing purposes, we will do so until you ask us to stop, and for a short period after this (to allow us to implement your request). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your information indefinitely, so that we can respect your request.





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Your rights in relation to personal information we hold about you

You have several rights under the data protection laws and other relevant laws. These rights include the right to ask us for a copy of your personal information, to correct, delete or restrict processing of your personal information; to obtain the personal information you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share (port) this information to another controller.

These rights may be limited, for example, if complying with your request would reveal personal information about another person, where they would infringe the rights of a third party (including our rights) or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests for keeping. We will inform you of any relevant exemptions we are relying on when we respond to your request.

How to contact us

You can contact our Privacy Officer by writing to us at our email address or postal address below, if you wish to request for access to your personal information held by us, request that your personal information be updated or corrected, or withdraw your consent to the processing of your personal information by us. If you would like to have any further information, or if you have any comments about this Privacy Policy or any questions or complaints on any privacy issue, this should also be communicated to us in the same manner.

If you are not satisfied in any way with your experience of using this website, or have any concerns regarding the processing of data about you, please contact us at below address, so we can address your concerns.

Contact details: Bryan Pereira

Email: Privacy@work2gether.io

Post: DPO

If you are still not satisfied with the resolution, you also have the right to complain to the UK Supervisory Authority at, <https://ico.org.uk/>.



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