

# MKJ Ignite Privacy Policy

# Privacy Policy

The Jones Group (UK) Ltd is a recruitment business which provides recruitment services to its clients and work-seekers. The Jones Group (UK) Ltd also includes the following companies;

- Mackenzie Jones IT Ltd
- Mackenzie Jones Supply Chain and Operations Ltd
- MKJ Ignite Ltd

The Jones Group (UK) Ltd must process personal data so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to us directly, such as on an application, registration form, via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with our recruitment services, we will only use your personal data in accordance with the terms of the following statement.

## 1. Collection and use of personal data

The Company will collect your personal data and will process for the purposes of providing you with employment services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

The Company will process your personal data with the following recipients:

Clients that we introduce and supply individuals to:

- Your former or prospective new employers that we obtain or provide references to
- Payroll service providers who manage our payroll if required
- Any Umbrella companies that we require to pass your data to if required
- Our IT and CRM providers
- Our Legal providers
- The Recruitment and Employment Confederation
- Any public information sources and third party organisations that we use to carry out suitability checks on work seekers e.g. Companies House

If your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract, you are obliged to provide the personal data.

## 2. Overseas Transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

## 3. Data retention

The Company will retain your personal data only for as long as is necessary for the purpose we collect it. The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

## 4. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting either Harriet Jones ([harriet@mackenziejones.co.uk](mailto:harriet@mackenziejones.co.uk)) or Danielle Pallett ([Danielle.pallett@mackenziejones.co.uk](mailto:Danielle.pallett@mackenziejones.co.uk)).

There may be circumstances where the Company will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

## 5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: either Harriet Jones ([harriet@mackenziejones.co.uk](mailto:harriet@mackenziejones.co.uk)) or Danielle Pallett ([Danielle.pallett@mackenziejones.co.uk](mailto:Danielle.pallett@mackenziejones.co.uk)). You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.