



PRIVACY POLICY

Who we are

We are DRJ Recruitment T/A DRJ Crew (Registered in England & Wales No. 948226) whose registered office address is Unit 2 Charnwood Business Park North Road Loughborough LE11 1LE.

1. Our approach to your Personal Data

DRJ Recruitment T/A DRJ Crew are committed to protecting and respecting your privacy. We gather and process data in accordance with the prevailing data protection legislation, including the General Data Protection Regulation (GDPR) 2016.

This policy sets out how we process the Personal Data that we collect about you, or that you provide to us. Please read the following carefully to understand our views and practices regarding your data.

2. When we may collect Personal Data about you

We may collect Personal Data from you when you:

- submit an application for a vacancy;
- complete and submit our Online Application Form;
- approach us to supply other services;
- fill in a form requesting information;
- request further information about services; and
- complete surveys and questionnaires

3. What Personal Data we may collect about you

We may collect and process the following data about you:

- Title
- Full name
- Address and other contact information

If you take steps towards engaging our services we may also collect:

- A copy of your CV
- A covering letter
- Your photo
- Gender
- Date of Birth

- Nationality
- Qualifications
- Marital status
- The number of dependents you have
- Ethnic origin
- Medical information
- National Insurance Number
- Tax code
- Criminal convictions
- The name and contact information of your Next of Kin
- The names and contact information of your Referees
- The names and contact information of a friend you recommend to us
- Copies of your right to work documents (such as passport, ID card, visa and birth certificate)
- Your bank account details

When you use our website we may collect:

- details of the computer or other device that you are using;
- details of the web browser you are using;
- traffic data;
- location data;
- weblogs;
- communication data; and
- IP address data

Please see point 10 for further information on cookies.

If you contact us, we may keep a record of that correspondence, including any information provided or required to resolve your enquiry or issue.

4. How we store your Personal Data

We have implemented appropriate security measures to protect information from loss, misuse, unauthorised access or modification, disclosure, alteration or destruction. Our security systems include password-authenticated access to internal databases. We also encrypt and anonymise data wherever it is appropriate to do so. We regularly take back-ups of our data and regularly review overall web security and audit procedures. The servers on which your Personal Data is kept are located in the EU.

5. How we use your Personal Data

We use information held about you in the following ways:

- To attempt to find you suitable work with one of our Clients
- To carry out the requirements of any contracts entered into between you and us
- To respond to any enquiry which you make
- To provide you with other relevant information and services that you request from us or that we feel may interest you
- To notify you about changes to our service

We necessarily pass some of your Personal Data to our Clients as part of the process of attempting to find you suitable work with them.

We may also pass some of your Personal Data to:

Our registered UK bank

This is done so that they can assist us in providing our services to you regarding any payments to be made to you.

When you visit our website or blog we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of anyone visiting our website.

We are committed to responsible email practices. We only send email to individuals whose Personal Data has been lawfully and fairly obtained. We will stop the processing of your Personal Data if you ask us to do so by email to info@drjcrew.com, or in writing to Data Protection, Unit 2 Charnwood Business Park North Road Loughborough LE11 1LE. The only circumstances in which we will not do so are where we have a legal obligation or a legitimate interest to continue processing your data.

The four legal bases upon which we collect, process and share your Personal Data as described in this Privacy Policy are:

- Contract – which we rely on where we need to process your Personal Data to fulfil our contractual obligations; or because you have asked us to do something before entering into a contract
- Legal Obligation – which we rely on where we need to process your Personal Data to comply with a common law or statutory obligation
- Legitimate Interest – which we rely on where we have identified other needs to process your Personal Data and have assessed that the processing is necessary, appropriate and something that a reasonable person would expect us to do
- Consent – we may rely on your express consent for the use of your Personal Data, particularly to comply with the requirements of the GDPR when collecting medical, ethnicity or criminal conviction information

6. How we share your Personal Data

Save where it is necessary to do so in order to provide our services or act as set out in this Privacy Policy, we will not disclose or share your Personal Data with third parties except to the extent that we are under a duty to or it is proper to in order to:

- comply with any potential or actual legal obligation;
- enforce or apply our terms of use and other agreements with you or others; or
- protect the rights, property, or safety of DRJ Recruitment T/A DRJ Crew, our customers, or others.

This Privacy Policy does not cover the links within this website, on our blog or in our emails to other websites. We encourage you to read the privacy statements on the other websites you visit.

Please be aware that the transmission of information via the internet is not completely secure. We will do our best to protect your Personal Data, but we cannot guarantee the security of any data when transmitted via the internet between us. Any such transmission is at your own risk.

7. Your rights regarding your Personal Data

Under the GDPR and other data protection legislation, you have rights as an individual that you can exercise in relation to the information we hold about you. These rights include:

- The right to be informed about the collection and use of your Personal Data as stated in this Privacy Policy
- The right to ask for a copy of your Personal Data as well as other supplementary information
- The right to rectification of any incorrect or incomplete Personal Data
- The right to erasure (also known as ‘the right to be forgotten’) of your Personal Data in certain circumstances
- The right to restrict the processing of your Personal Data in certain circumstances
- The right to data portability
- The right to object to the processing of your Personal Data in certain circumstances
- The right to withdraw your future consent to the processing your Personal Data
- The right to contact us by email at info@drjcrew.com or in writing to Data Protection, Unit 2 Charnwood Business Park North Road Loughborough LE11 1LE
- The right to complain to the Office of the Information Commissioner.

We may require you to undergo some verification tests if you choose to exercise one of these rights in order to protect your privacy and ensure that we are dealing with you.

8. How long we keep your Personal Data

We normally hold and process your data for a maximum of eight years from the date when you last interacted with our services (for example by filling out our Online Application form, engaging in work we have found for you as a part of our contract or contacting us).

9. Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page. If you have any questions, comments or requests about this Privacy Policy, please email us at info@drjcrew.com

10. Cookies

We use Cookies on our website pages in order to optimise functionality, for anonymised statistical purposes.

Cookies are small files that are sent to your computer's hard drive by the web server and they enable our websites to remember who you are. Information from cookies may include

information relating to your use of our websites, information about your computer, such as IP address and browser type, and demographic data.

You can set your browser to notify you when you receive a cookie, and you may block cookies by adjusting the settings on your browser. Please note that if you restrict all cookies you may not be able to access or use parts of our site. Unless you have configured your browser to refuse cookies, our system will issue cookies as soon you visit our websites.

Why we use Cookies

We use Cookies on our websites in order to optimise functionality and for marketing Purposes.

Types of Cookies

Below you can find out about the types of cookies that there are:

Authentication

This cookie is essential for a single user to login (using a username and password) and access the site. This cookie is deleted when you close your browser.

Session

This cookie is a session cookie and essential for a user to subscribe to the site. This cookie is deleted when you close your browser.

Performance

These cookies collect information about how a user browses our websites. These cookies don't collect information that identifies a user. The data collected is aggregated and therefore anonymous. It is only used to improve how a website works. These cookies are used in conjunction with Google Web Analytics to improve user experience and navigation.

Cookie banner

This cookie controls the appearance of the cookies information banner. It is set on arrival to the site by default. It expires after a set amount of time and is not set again unless a user changes their cookie settings.

Country indicator

This cookie is used to store a selection made by a single user in the country filter and keep this selection across multiple visits to the site. It expires after a set amount of time and is not set again unless a user changes their cookie settings.

Other functionality cookies

These cookies allow the website to remember choices a user makes (such as user name and language) in order to improve the user experience. These cookies are used for login and subscriber services functionality.

Targeting Cookies or Advertising Cookies

These cookies collect information about a user's browsing habits in order to deliver more relevant adverts to the user. Third-party advertising cookies can be used through email bulletins and web pages. These allow the delivery of more targeted ads through selected third-party partners. This targeting is based upon the content that you have viewed and is known as Online Behavioural Advertising. Please note that these cookies have no personal identifier information attached to them (such as email, telephone and name).

Site analytics

This cookie is used to track analytical data for a user. It expires after a set amount of time and is not set again unless a user changes their cookie settings.

Controlling Cookies

The "Help" section on the menu bar of most internet browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether.

You also can manage your cookies preferences using the following links for some of the most popular internet browsers:

Google Chrome -

<https://support.google.com/chrome/answer/95647?hl=en-GB&co=GENIE.Platform=Desktop>

Firefox- <http://support.mozilla.org/en-US/kb/Blocking%20cookies>

To find out more about cookies and about using your browser settings to control cookies please visit www.allaboutcookies.org.