



## **JAB ASSOCIATES LIMITED (JAB GROUP) - PRIVACY POLICY**

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### **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

JAB Associates is committed to protecting the privacy and security of your personal information. We are required under the data protection legislation to notify you of the information contained in this privacy notice.

It describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all candidates and clients or potential clients of ours.

### **INFORMATION WE MAY HOLD ABOUT YOU**

JAB collects personal data about you to help in the recruitment process. Personal data, or personal information, means any information about an individual from which that person can be identified. Depending on the circumstances, we may collect, store, and use the following categories of personal information about you for the sole and legitimate purpose of recruitment:

- Personal contact details such as name, title, addresses, telephone numbers, and email addresses.
- Recruitment information (including references and other information included in a CV or cover letter or as part of the application process).

### **HOW MAY YOUR PERSONAL INFORMATION BE COLLECTED?**

This includes through an application and recruitment process directly from candidates and clients. We may also collect personal data which is publicly available on websites such as jobs boards, LinkedIn, or similar recruitment-related websites.

### **SITUATIONS IN WHICH WE MAY USE YOUR PERSONAL INFORMATION**

- To make decisions about your recruitment or appointment.
- Determining or agreeing with you the terms on which we work together.
- To assess your suitability for potential roles with clients
- To contact you about a potential role with a client.
- To contact you about your service requirements.
- To propose a candidate for engagement.
- To contact you with information about our service.

### **SECURITY**

We are committed to ensuring that your information is secure. We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

### **HOW LONG DO WE KEEP YOUR INFORMATION FOR?**

We will only retain your data for as long as there is either a statutory requirement for us to do so or to be able to provide a service to you. This will usually require us to retain your personal data after any business relationship has ended for accounts and records purposes and to deal with any account support questions.

### **YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION**

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, please write to us.

### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this data protection / privacy notice, please contact us.

JAB Associates Limited  
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