

WHO WE ARE

MMO Partners Limited trading as Equifind is a limited company and is committed to protect and respect your privacy and confidentiality.

This policy (together with our Terms of Use and/or any other documents referred to on it) explains the basis to collect, use, store and process personal data. Please read the following carefully to understand our views and practices regarding personal data and how we will treat it.

E – is a recruitment agency. We collate personal data for the following categories to carry out our core business services:

- Prospective and placed candidates whether for permanent or temporary roles
- Employees
- Supplier contacts
- Live or prospective clients

WHAT INFORMATION WE COLLECT

We currently collect and process the following information:

- Information provided by filling forms on our website, either to register or enter our database or subscribe.
- Information provided in person, or by electronic means (telephone, emails and otherwise).

The information may include:

Name, date of birth, residential address, private and corporate email address, compliance documentation, financial information, employment references, employment history, your right to work in the United Kingdom, curriculum vitae and photographs and links to social platform (e.g. LinkedIn, corporate website etc).

We might obtain information about you from other sources such as LinkedIn, corporate websites, credit reference agencies, professional advisors, business cards and personal recommendations.

HOW DO WE USE YOUR PERSONAL INFORMATION

We may use your information in the following ways:

- To carry out our obligations arising from any contracts we intend to enter with you
- To contact you in relation to services and goods we offer
- To provide our recruitment services to you

- To engage the services of a third party (where instructed to do so)
- To comply with legal and regulatory obligations
- To send you updates, or information in relation to products and services that may be of interest to you

YOUR RIGHTS

Under data protection law, you have rights including:

- Your right of portability - You have the right to ask that we transfer the personal information 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. This is not an absolute right, and we might have to reject your request.
- 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 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 henry.morse@equifindgroup.com, +442038548413, or write to us: Equifind Group, 218 Strand, London, WC2R 1AT if you wish to make a request.

SHARING YOUR PERSONAL INFORMATION

We will need to communicate your personal information to other individuals or organisations to facilitate our services this may include:

- Communicate to clients for the purpose of introducing candidates

- Communicate with candidates for the purposes of arranging interviews
- Communicating with clients or business parties, suppliers or sub-contractors for the performance and compliance obligation of any contract we enter with you or them
- Communicating with advertisers or advertising networks that required the data to serve relevant adverts to you
- Communicating with credit reference agencies, insurance brokers, sub-contractors for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you.

COMPLAINTS

If you have any concerns about our use of your personal information, you can make a complaint to us at: henry.morse@equifindgroup.com, +442038548413, or write to us: Equifind Group, 218 Strand, London, WC2R 1AT.

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>

CHANGES TO THIS PRIVACY NOTICE

We may amend this policy at any time by either notifying you or posting a revised version on our website. If we make a change to this policy, we will take your continued use of our services after that date as your acceptance of the change.

LAWFUL BASIS

The lawful basis on which we rely when processing your data is Article 6(1)(f) of the General Data Protection Regulation (GDPR), which allows us to process personal data for the purposes of the legitimate interests pursued either by us or by a third party. From time to time, we might also rely on Article 6(1)(a) of the GDPR, which allows us to process your personal data if we have obtained your consent. At times, we may also rely on alternative legal bases for processing special category personal information. For example, Article 9(b) if you are an employee.

RETENTION PERIODS

Your information is securely stored.

We keep your information for 12 months. We will then dispose of your information by permanently deleting your information from our databases.