Privacy Policy

Amida provides permanent and temporary recruitment services to clients looking to recruit personnel for their businesses. We also provide payroll services for our clients.

We at Amida take your personal data seriously. This policy:

* sets out the types of personal data that we collect about you
* explains how and why we collect and use your personal data
* explains how long we keep your personal data for
* explains when, why and with who we will share your personal data;
* sets out the legal basis we have for using your personal data;
* explains the effect of refusing to provide the personal data requested;
* explains the different rights and choices you have when it comes to your personal data; and
* explains how we may contact you and how you can contact us.

**What personal data do we collect**

We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of the recruitment process. This information includes CV’s, identification documents (such as passport or drivers licenses), educational records, work history, employment and references. Should you be placed on assignment with a client we may also collect bank account, tax and insurance details.

We may also collect sensitive personal data about you, in the form of health and biometric information, criminal record checks and ethnicity where required by our clients. We only collect sensitive personal data from you, and further process this data, where you have given your explicit consent.

**Where do we collect personal data**

The following are the different sources we may collect personal data about you from:

**Directly from you**. This is information you provide while searching for a new opportunity and/or during the different recruitment stages.

**From an agent/third party acting on your behalf**. e.g. Contractors Limited Company.

**Through publicly available sources**. We use the following public sources:

Social Media website such as LinkedIn & Facebook

Job Boards such as Total Jobs, Job Site and Career Structure

Company websites

**By Reference or word of mouth**. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

Where we collect your information through publicly available sources as set out above, we may do this with the aid of software programs’ such as Sniper AI. These programs’ are given parameters on the requirements of a role and search through publicly available sources to find such candidates. These programs’ are designed to only output information on candidates that meet the search criteria. The parameters of this program are restricted to only searching for candidate information from our own database and public sites where there is a reasonable expectation that such information may be collected and further processed by job recruiters for the purpose of sourcing candidates for different job roles.

**Use of your personal data**

We use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and then pass this on to the client in search of personnel. If you are chosen by the client and go through to the next stage we will then be collecting more information from you at the interview (or equivalent) stage and onwards in that manner.

**How long do we keep your personal data**

We only retain your information for as long as is necessary for us to use your information as described above or to comply with our legal obligations. However, please be advised that we may retain some of your information after you cease to use our services, for instance if this is necessary to meet our legal obligations, such as retaining the information for tax and accounting purposes.

When determining the relevant retention periods, we will take into account factors including:

(a) our contractual obligations and rights in relation to the information involved;

(b) legal obligation(s) under applicable law to retain data for a certain period of time;

(c) our legitimate interest where we have carried out a balancing test (see legal basis below);

(d) statute of limitations under applicable law(s);

(e) (potential) disputes;

(f) if you have made a request to have your information deleted; and

(g) guidelines issued by relevant data protection authorities.

Otherwise, we securely erase your information where we no longer require your information for the purposes collected.

**Who we share your personal data with**

We share your personal data with the clients who have a positions to fill, in order to determine with the client whether you are a good fit for the available position. These clients may include government organisations, local authorities, consultancies, main and sub contractors, private limited companies, limited liability partnerships (such as Architectural practices), publicly listed companies and joint venture organisations or frameworks who are delivering services into the engineering, design, construction, architecture, resources (including mining), environmental and healthcare sectors. We work with clients nationally in the UK, across the EEA, and internationally through our offices in Singapore, Malaysia, UAE, South Africa and Australia. In addition to the countries these businesses are located we work with clients located in China, Taiwan, Vietnam, Philppines, Indonesia, India, New Zealand, Qatar, Bahrain.

Your personal data will also be assessable to our international businesses Amida Australia, Amida Singapore, Amida South Africia, Amida Malaysia and our franchise businesses within the UK Amida Highways and Transportation and Amida Healthcare Limited. We also share data with CV formatting company (Brainbridge) based in India for the purpose of formatting CV’s. Where practical, names, addresses and telephone numbers are removed from original CV before being sent for processing. Where consent has been given we may share your data with selected FCSA accrediated limited company and umbrella company providers (our current partner is First Freelance) and Insurance providers (our current partner is Kingsbridge) these companies are based in the UK.

**Legal basis for using your information**

For prospective candidates, contractors, referees and clients, our processing is necessary for our legitimate interests in that we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees. We carry out a ‘balancing test’ to ensure that our processing is necessary and that your fundamental rights of privacy are not outweighed by our legitimate interests, before we go ahead with such processing. We keep a record of these balancing tests. You have a right to and can find out more about the information in these balancing tests by contacting us using the details below.

If you are interviewed and submitted as a candidate, then this may involve the processing of more detailed personal data including sensitive data such as health or ethnicity information that you or others provide about you. In that case we always ask for your consent before undertaking such processing.

For clients, we may also rely on our processing being necessary to perform a contract for you, for example in contacting you.

**What happens if you do not provide us with the information we request or ask that we stop processing your information?**

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data, we may not be able to match you with available job opportunities.

**Automated processing**

We use software during the screening stage of the recruitment process that enables us to profile candidates. There is a high degree of human input when setting up the criteria and each assessment is carried out against a specific criteria for particular position. Alongside these assessments our consultants have the ability to include other candidates in the selection for each position. You have the right to decline this form of processing.

**Cookies to collect personal data**

To provide better service to you on our websites, we use cookies to collect your personal data when you browse. See our cookie policy for more details.

**Transferring your data outside the EEA**

To better match your employee profile with current opportunities we may transfer your personal data to clients and Amida Group companies in countries outside the EEA. These countries privacy laws may be different from those in your home country. Where we transfer data to a country which has not been deemed to provide adequate data protection standards we always have security measures and approved model clauses in place to protect your personal data.

At present we transfer personal data to the following countries outside the EEA: Singapore, Malaysia, UAE, South Africa, Australia, China, Taiwan, Vietnam, Philppines, Indonesia, India, New Zealand, Qatar, Bahrain.To find out more about how we safeguard your information as related to transfers contact us using the contact details below.

**Your rights in relation to the data we hold**

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

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| **Rights** | **What does this mean?** |
| 1. The right to be informed | You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we’re providing you with the information in this Policy. |
| 1. The right of access | You have the right to obtain access to your information (if we’re processing it), and certain other information (similar to that provided in this Privacy Policy).  This is so you’re aware and can check that we’re using your information in accordance with data protection law. |
| 1. The right to rectification | You are entitled to have your information corrected if it’s inaccurate or incomplete. |
| 1. The right to erasure | This is also known as ‘the right to be forgotten’ and, in simple terms, enables you to request the deletion or removal of your information where there’s no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions. |
| 1. The right to restrict processing | You have rights to ‘block’ or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be ‘blocked’ to make sure the restriction is respected in future. |
| 1. The right to data portability | You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability. |
| 1. The right to object to processing | You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities). |
| 1. The right to lodge a complaint | You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator. |
| 1. The right to withdraw consent | If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes. |

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

* baseless or excessive/repeated requests, or
* further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submitting it. We’ll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we’ll come back to you and let you know.

**Contacting you**

We may contact you by phone, email or social media. If you prefer a particular contact means over another please just let us know.

**Contacting us**

If you are unhappy with how we’ve handled your information, or have further questions on the processing of your personal data, contact us here: Amida Limited, Victoria House, 1 Leonard Circus, London EC2A 4DQ or e-mail [feedback@amida-recruit.com](mailto:feedback@amida-recruit.com)