

ocean-green GDPR Privacy Policy

Personal data we collect

Candidates

When you register with us as a candidate to provide us to assist in finding you work, we will process your personal data, including your name, contact details and information from your CV/Resume. Where permitted by law, we may also collect information relating to your health (disability information for reasonable work adjustment purposes), also diversity information, including ethnic origin, race, sexual orientation and religion (for equal opportunity monitoring purposes) as well as details of any unspent criminal convictions where required by a client or by us if you apply for a role with us.

When you use our website, or if you click on links in emails we send to you, if you open or forward them, we also collect personal data from those interactions.

We can also obtain personal data about you from third parties, including,

- Education checks - to check your academic qualification
- Referees- when we require a reference with regards to a job offer
- credit reference agencies - if we need to check your financial standing;
- We can publicly social media such as LinkedIn other sites to enhance the information we hold about you, in order to help us find more suitable roles for you;
- clients to whom we have provided your CV/resume and who have engaged with you as part of a job application or who have given feedback on your CV.
- Contacting former employers, confirming your old dates of employment history.
- clients or prospective Clients with whom we are negotiating with for the purpose of carrying out pre-contract negotiations, audits and other monitoring/assessment tasks.

Prospective Candidates

We can collect personal information about you, including personal details like your name and contact details and professional biographical details obtained from publicly available sources such as LinkedIn and social media sites, so that we can contact you if we think you may be interested in our work finding services at a future date. We may also obtain your personal data through another candidate or an employer who recommends you as a contact. We may also obtain your personal data through Clients or prospective Clients with whom we are negotiating with for

the purpose of carrying out pre-contract negotiations, audits and other monitoring/assessment tasks.

Users of our website

We use cookies and other technologies to collect information/data. We collect personal data such as your IP address and other data about your device which we need to provide our online content to you. We also collect data about your engagement with our website including the pages you view. If you contact us, we will also collect information about your enquiry.

Clients

If you are providing to us information with regards to a candidate, we will collect your details from the candidate and we will keep a record of the personal data that you provided to us with regards to the candidate.

We can process personal data about you from public domain sources such as LinkedIn and other social networking sites.

We collect personal data such as your name, job title and contact details. We also process personal data about what communications we have had with you, including whether you have opened or forwarded any emails, or other content we have sent to you. We also process feedback that you provide about our candidates.

With regards to Suppliers, We can collect your name and contact details as a business contact for your organisation, at times we may need to obtain the details of Candidates as we may need to be carrying out pre-contract negotiations, audits and other monitoring/assessment tasks with our clients or prospective Clients.

Providing your personal data

Sometimes, it will be necessary for you to provide personal data to our company, . If you do not provide us with the personal data we ask for, we may not be able to provide you with our services.

How we use your personal data

Candidates

We use your personal data to:

- provide you with interview times and day-rates
- to ensure we monitor equality and diversity
- provide you with work finding services;
- communicate with you;

- enable you to upload your CV and apply for jobs;
- we can directly contact you with regards to marketing about job opportunities, events and promotions,

Prospective Candidates

We use your personal data to:

- to contact you to see if you are interested in our services.
- to help clients or potential clients with market and financial analysis, contract negotiation, and pricing strategy.
- we may determine if you might be interested in our services and how we can help you

Users of our website

We may use your personal data to:

- personalise and improve your experience when you use our website, and
- personalise advertising you receive from us.

Clients

We may use your personal data:

- to get feedback from you on our services through client satisfaction surveys, to see where we need to improve our services.
- to maintain our business relationship with you;
- to answer your enquiries when you contact us;
- to fulfil contractual obligations to you;
- to establish, exercise or defend legal claims; and
- for direct marketing purposes.
- to provide services to you with regards to recruiting.
- To communicate directly with you.

Suppliers

We use your personal data:

- to fulfil our contractual obligations to you;

- to establish, exercise or defend legal claims;
- for direct marketing purposes.
- to communicate with you
- to keep our business relationship with you positive
- to get back to you with answers from your enquiries

You can unsubscribe from receiving marketing communications from us at anytime by using the unsubscribe methods contained in communications we send to you or by contacting us at contact@ocean-green.co.uk

Legal Grounds for processing your Personal Data

Under the GDPR, we follow the legal grounds to process your personal data:

1. **Performing a contract** - where, in order to perform our obligations under a contract with you or to take steps at your request to enter into a contract with us, it is necessary for us to process your personal data;

2. **Compliance with a legal obligation** - where we need to process your personal data to comply with legal or regulatory obligations.

3. **Our legitimate interests or those of a third party** - including:

- to optimise the performance of our website and user experience;
- ensuring that our operations are conducted in an efficient manner.
- providing our service to you.
- Information we give to you about our services
- respond to all your enquiries.

4. **Consent** there are circumstances, where we may ask for your consent to process your personal data in a way. It could be for example you create a user profile or register for a job alerts or other content. To the extent that we are processing your personal data based on your consent, you have the right to withdraw your consent at any time. Please contact us at contact@ocean-green.co.uk if you would like to withdraw your consent.

If you are a candidate, we share your personal data with clients who have vacancies for jobs which you are interested in. We also share your personal data and, where necessary, special category data with third party service providers who perform services and functions on our behalf, such as:

- helping us to communicate with you;

- checking details you have given us from a third party source
- conducting employment reference checks;
- conducting qualification checks;
- carrying out criminal convictions checks (as required);
- providing data analytics to us;
- hosting personal information for us;
- providing us with professional advice;
- carry out tests and development work on our company technology systems;

We contractually require minimum standards of confidentiality and data protection from our third party service providers. If we need to send personal data outside the EEA, we will ensure that adequate safeguards are in place.

The period of time we hold your personal data for

We may keep your personal data for as long as we need to, in order to fulfil the purpose we collected it for, which may be for a long period of time, for example, if we find you a position, we will retain your personal data for the duration of our business relationship with you and beyond, as we often support candidates with job placements over several years.

To determine the appropriate retention period for personal data (as we keep some persons data for longer than others), we consider factors such as the purposes for which we process your personal data, including any legal, regulatory, accounting and reporting obligations, the nature and amount of personal data that we hold about you, and the potential risk of harm to you from unauthorised use or disclosure of your personal data.

At times we may process your personal data for direct marketing purposes, we will do so until you ask us to stop. We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely, so that we can respect your request.

You have rights with regards to the personal data that we keep about you

You have several rights under UK and EU data protection laws. These rights include the right for you to ask us for any records that we hold with regards to your personal data, where we will delete all your personal information if you desire.

Also, you can object any processing of your personal information in some circumstances, especially when gathering your data is for marketing use only.

How to Contact Us

You have rights

To exercise your rights, or to withdraw your consent to processing, or to unsubscribe from receiving marketing communications from us, you can:

email us at contact@ocean-green.co.uk,

Questions and Complaints

If you have any questions about our privacy policy, or about our the way we process your personal data, or if you wish to make a complaint, you can email us at contact@ocean-green.co.uk