

Data Privacy Policy

What Information do we collect?

We collect information from you when you fill out a form on our website where you will be asked to enter your name, contact details and previous work experience (personal data). The Global Operations & Resourcing Manager is the Controller of the Data. You may however visit our website anonymously.

Our legal basis for processing for the personal data

- To meet the contractual obligations entered into by you the customer, data subject and work seekers.
- Purposes of legitimate interests pursued by the controller in order to provide contract work for applicants.
- Processing is necessary to comply with the legal obligation of the controller.
- Consent given by you, the data subject and work seekers.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To establish contact details.
- To provide contract opportunities for work seekers who make applications for contract work.
- To personalize your experience (your information helps us to better respond to your individual needs).
- To improve our website (we continuously strive to improve our website offerings based on the information and feedback we receive from you).
- To improve customer service (your information helps us to more effectively respond to your customer service requests and support needs).
- Your information whether public or private, will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent, and will be kept safe at Indicomm with the express purpose of delivering the product or service requested by the customer whether paid for or not.

What do we do with your personal data?

By completing the application form on our Website it is understood that work seekers are actively soliciting contact from Indicomm Global Ltd about opportunities which match the work seekers' fields of interest. If you are a work seeker, to facilitate your search for work, we will therefore make your personal data available to employers who use Indicomm Global Ltd to find suitable contractors / employees for specific roles that they are seeking to fill.

For job seekers, we will use your personal data to provide you with the recruitment services that we provide and to contact you about recruitment services which are relevant to your fields of interest.

By completing the contact form on our Website it is understood that data subjects are actively soliciting contact from Indicomm Global Ltd about services which match the data subjects' field of interest. Your personal data will be only be used by Indicomm Global Ltd to contact you regarding your enquiry.

Information Submitted by You

We will use information supplied by you to aid the recruitment process and associated administrative functions. We will process any data which you provide in completing the online application forms and any further forms, assessments or personal details which you complete or provide to us when using the Website in accordance with relevant data protection legislation.

Your rights

At any point whilst we are in possession of or processing your personal data, you, the data subject and work seekers, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Indicomm Global Ltd refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain to the Information Commissioner's Office (ICO): www.ico.org.uk.

All of the above requests will be forwarded on should there be a third party involved in the processing of your data. If you wish to exercise any of these rights, please contact the Data Protection Manager by email: dpd@indicomm.co.uk.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal data, using the most appropriate technological solutions available at the time which are continually reviewed to ensure the safety and security of personal data.

For how long do we retain your information?

We will delete your personal data where there is no longer an apparent legitimate reason to retain it due to active contact not having been maintained for a period of at least 2 years or where we can no longer provide contract services. The information stored on paper will be shredded and that stored by electronic means will be permanently deleted.

Do we use cookies?

No, we do not use cookies.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personal data. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising or other uses.

Third Party Links

Occasionally, at our discretion, we may include or offer third party products or use third party services on our website. These third party websites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked websites. Nonetheless, we seek to protect the integrity of our website and welcome any feedback about these websites.

Online Privacy Policy Only

This online privacy policy applies only to information collected through our website.

Your Consent

By using our website and/or completing any forms on the website, you consent to our privacy policy. You can withdraw your consent at any time by contacting the Data Protection Manager by email: dpd@indicomm.co.uk.

Changes to our Privacy Policy

If we decide to change our privacy policy, we will post these changes on this page.

This policy was last modified on 24/04/2018

Contacting Us

If there are any questions regarding this privacy policy you may contact us using the information below.

Indicomm Global Ltd
118 Pall Mall
London SW1Y 5ED
UK

Tel : 00 44 207 1010757

info@indicomm.co.uk