

EliteJaguar Services Privacy Policy for Candidates and Staff Members

Our contact details

Name: EliteJaguar Services

Address: 124 City Road, London, EC1V 2NX, United Kingdom

E-mail: contact@elitejaguar.net

This policy was last updated on June 17th 2022.

- *Contact address updated*

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, date of birth, location and contact details)
- Details of your qualifications, experience and skills

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You make a job application to join our organisation or;
- You are a staff member within our organisation

We use the information that you have given us in order to:

- Process your application;
- Comply with any applicable laws and/or regulations;
- Communicate with you;

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us via email at contact@elitejaguar.net
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

How we store your personal information

We will store your data for as long as necessary, depending on the role you have within our organisation.

Unsuccessful applicants' data will be deleted and destroyed after 24 months, unless you specifically ask for this to be done at an earlier time. Any successful applicant's data will remain in our system until such time your tenure with us ends, plus an additional 24 months – unless you specifically ask for it to be deleted and destroyed at an earlier time.

Your information is securely stored on servers based in the United Kingdom of Great Britain and Northern Ireland.

Your data protection rights

Under data protection law, you have rights including:

Your right of 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.

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 the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information 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 contact@elitejaguar.net if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@elitejaguar.net. Post can be sent to us at:

EliteJaguar Services
124 City Road
London
EC1V 2NX

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>