

Privacy Notice

Language Matters is a recruitment business which provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services. In doing so, we act as a data controller.

You may give your personal details to us directly, such as on an application or registration form or via our website, or we may collect them from a third party such as a jobs board. We must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

We have collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Categories of data

We may have collected some or all of the following personal data on you in order to provide work-finding services efficiently:

- Name and contact details
- Information from your CV which may include your education, employment history, citizenship, immigration status
- Other information you may have disclosed which may include details of your skills, salary and career preferences, referees

c. Legitimate interest

Where we rely on legitimate interest as the lawful basis for processing, this is for the purposes of providing work-finding services which are relevant to you.

d. Recipient/s of data

The Company will process your personal data with prospective employers.

e. Statutory/contractual requirement

Your personal data is not required as part of a statutory and/or contractual requirement, and/or a requirement necessary to enter into a contract. We will inform you if this situation changes.

2. Data retention

We will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pension's auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where we have obtained your consent to process your personal and/or sensitive personal data, we will do so in line with our retention policy of two years. Upon expiry of that period we will seek further consent from you. Where consent is not granted the Company will cease to process your personal and/or sensitive personal data unless there is a legal basis for doing so.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to us processing your personal data and/or sensitive personal data, you have the right to withdraw that consent at any time by contacting data@languagematters.co.uk (contacts below).

4. Source of the personal data

We source personal data in many ways:

- Direct application or enquiry about our services
- External job boards which could include CV Library, Toplanguagejobs, Reed, Monster, Totaljobs, Citijobs amongst others
- Social media sites which could include LinkedIn, Xing, Viadeo, Facebook, DeutscheinLondon
- Recommendations and referrals from clients, candidates or other third party sources

5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact data@languagematters.co.uk in the first instance.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

6. Contacts

Please address any initial queries on data protection to data@languagematters.co.uk. Your query will then be passed on to a member of our data quality team:

Robert House, Managing Director
Isabel Clarkson, Office Manager