

Privacy Policy Notice

The policy: This privacy policy notice is for this website: www.newpersonnel.net and served by New Personnel, 35-37 Ludgate Hill, Office 7, London, United Kingdom, EC4M 7JN and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website/service, including your rights under current laws and regulations. If you do not agree to the following policy, you may wish to cease viewing / using this website/our service.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, New Personnel, 35-37 Ludgate Hill, Office 7, London, United Kingdom, EC4M 7JN.
- "you", "the user" or "the candidate" refer to the person(s) using this website/service.
- "client" refers to the hiring body for whom we are recruiting.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

[Processing of your personal data](#)

We are registered with the ICO under the Data Protection Register, our reference number is: ZA 4265646

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases:

1. Recruitment Business:

Lawful basis: Consent

The reason we use this basis: There is a third party involved as part of our recruitment process and we need the express written permission of the candidate before we can proceed with data collection and processing.

We process your information in the following ways: Contact information including name, emails and telephones and CVs are stored on our GDPR Compliant CRM system. A second GDPR compliant cloud-storage platform is used to store a separate copy of your CV. With express permission from and consultation with the candidate, we transfer the relevant data as part of a job application to our client (the third party).

Data retention period: one (1) year at which point you will be contacted.

Sharing your information: We do share your personal information with third parties primarily our clients in the fulfilment of our service as an international recruitment company.

Lawful basis: Legal obligation

The reason we use this basis: As part of the Visa Consulting Service offered by New Personnel Ltd as authorised by the Immigration Advisers Authority of New Zealand, processing is necessary for compliance with a legal obligation related to the application for a visa.

We process your information in the following ways: Data is stored on a third-party platform that is compliant with GDPR. With the candidate's express permission, this data is submitted to a third party as part of a visa application.

Data retention period: Due Immigration Advisers Authority of New Zealand, it is a legal requirement that details related to the applications are held for two (2) years from time of submission of visa application.

Sharing your information: We do share your personal information with third parties and they include: Immigration Advisers Authority of New Zealand and, where relevant our client for which the work visa relates.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in details here](#);

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO (www.ico.org.uk) if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Transparent Privacy Explanations

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.