

## Privacy Notice (compliant with GDPR)

Aventurine I.T Resources Ltd is committed to good practice, professionalism and integrity in our recruitment business. We protect the privacy of our clients and candidates and treat all dealings with us in the strictest confidence.

### Legitimate Interest

Aventurine I.T Resources Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

### What sort of data do we collect and retain?

Aventurine I.T Resources Ltd retains Personal Information (data) about you to help in the recruitment process. By applying for an advertised position or in response to a direct enquiry from you we will retain information including your name, email address and home address.

During telephone conversations and interviews we may also collect personal information with regard to employment preferences, strengths and work experience which may be stored on your personal record. This information facilitates our ability to support your job search and to provide a basis for recommendation when short-listing candidates for a particular role.

### How is Personal Data used?

Information given freely by you when applying for a position, or when registering an interest with Aventurine I.T Resources Ltd is only used for the recruitment process. We will not share any personal information or a Curriculum Vitae with a third party without your consent.

By providing consent to our storage of your personal data, you are also providing consent to us contacting you for future employment opportunities which may specifically match with your career aspirations and experience. If you do not wish to be contacted please email:

[info@aventurineresources.co.uk](mailto:info@aventurineresources.co.uk)

### How is data stored?

Data will be stored in a range of different places, including on your application record and on other secure IT systems (including email).

### Security

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure, we have in place suitable electronic and access control mechanisms.

### How long is Personal Data retained?

Due to the nature of executive recruitment, it is not uncommon for candidates to reconnect with us periodically, and sometimes years after we have had initial contact. For this reason, we will retain your data securely until such time as you wish us to delete your records from our database or refrain from further engagement.

During this time we may contact you to inform you of future employment opportunities which specifically match with your experience and aspirations. We will ask for your consent for this, which you are free to withdraw at any time.

### Deletion of Data on request

You may contact us at any time to request us to remove personal information about you. We will action any request within 48 hours and confirm deletion by email.

### How do I know what Information you have retained about me?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data;
- object to the processing of your data where Aventurine I.T Resources is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please send your request to Lisa McEvoy at;

[lisa@aventurineresources.com](mailto:lisa@aventurineresources.com)

### Transfer of Data

Unless explicitly requested by you in writing we will not transfer in part or whole any of your Personal Information to any other party.

### How do we inform you of Policy Changes?

Any policy changes due to revised legislation or business reasons will be published on our web page.

Compliance with current legislation and best practices.

We are registered with the Information Commissioner's Office and our registered number is: ZA366097.