

Privacy Policy, GDPR and Cookies

This is the privacy notice of Mondo Recruitment Ltd.

Mondo Recruitment ("we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our services, you agree to the collection and use of information in accordance with this policy.

1. WHO WE ARE AND IMPORTANT INFORMATION

This privacy notice is designed to inform you about how we collect and handle your personal data when you use our website, including any information you may provide when registering your interest or signing up.

Our website is not intended for children, and we do not intentionally collect data related to children.

Please review this privacy notice in conjunction with any other privacy notices we may provide at specific times when we are collecting or processing your personal data. This ensures that you are fully informed about how and why we use your data. This notice is intended to complement, not replace, those other notices.

Data Controller(s)

Mondo Recruitment Ltd is the controller and responsible for your personal data (collectively referred to as "Company", "we", "us" or "our" in this privacy notice).

For all data matters contact our team via hello@mondorecruitment.co.uk Mondo Recruitment Ltd is the controller and responsible for this website.

Third-party links outside of our control

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. THE PERSONAL DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the Information Commissioners Office.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name(s), last name, username, title, date of birth, gender, qualifications, training, national insurance number, insurance policies, location data, profile picture, bank details and driving licence.
- **Contact Data** includes billing address, email address, telephone number and emergency contact information.
- **Company Data** includes company name, company address, company logo, company telephone number, billing address, company registration number, company VAT number, company type, company insurance details, usage of the platform, spend and company bank details.
- **Performance Data** includes competence level, assessment feedback, test scores, references, questionnaires, health and safety record, availability, feedback records, attendance and reliability.
- **Financial Data** includes VAT charges, service charges, financial year payments, purchase order numbers, quotes including all line items and amounts, payment terms and discounts.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

If you fail to provide personal data

Where we need to collect your personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. HOW WE COLLECT YOUR PERSONAL DATA

We use different methods to collect data from and about you including through:

Directly. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- Apply for our products or services.
- Register interest in becoming a supplier.
- Register interest in becoming a customer.
- Use of our platform.

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Performance of Contract** this means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.
- **Legitimate Interest** this means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.
- **Comply with a legal or regulatory obligation** this means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about how to manage and delete cookies, visit: www.allaboutcookies.org.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact our team via hello@mondorecruitment.co.uk.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. WHO WE SHARE YOUR PERSONAL DATA WITH

We may share your personal data with:

- **Employers and Clients:** To assess your suitability for job vacancies and recruitment opportunities.
- **Service Providers:** Third-party service providers that assist us in the recruitment process (e.g., background check services, job boards).
- **Legal Compliance:** If required by law, we may disclose personal data to regulatory authorities or law enforcement agencies.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the UK.

7. DATA SECURITY

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, disclosure, alteration, or destruction. However, no method of transmission over the internet is 100% secure, and while we strive to protect your data, we cannot guarantee its absolute security.

8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we have to keep basic information about our customers including Contact, Identity, Financial and Transaction Data for six years after they cease being customers for tax purposes.

In some circumstances you can ask us to delete your data: see Your legal rights below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. YOUR LEGAL RIGHTS

Under the UK GDPR, you have the following rights regarding your personal data:

- **Right of Access:** You can request access to the personal data we hold about you.
- **Right to Rectification:** You can request correction of any inaccurate or incomplete data.
- **Right to Erasure:** You can request the deletion of your data, subject to certain exceptions.
- **Right to Restriction of Processing:** You can request a restriction on the processing of your data in certain circumstances.
- **Right to Data Portability:** You can request to receive your personal data in a structured, commonly used, and machine-readable format.

- **Right to Object:** You can object to the processing of your data, particularly if it is being processed for direct marketing purposes.

If you wish to exercise any of the rights set out above, please contact our team at hello@mondorecruitment.co.uk.

10. QUERIES, REQUESTS OR CONCERNS

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance contact our team at hello@mondorecruitment.co.uk.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the **Information Commissioners Office** on 03031231113 or via email <https://ico.org.uk/make-a-complaint> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.

Mondo Recruitment is committed to respecting your privacy and protecting your personal data in line with UK GDPR requirements.