



Excel Technical Consulting Privacy policy

Excel Technical Consulting is a recruitment business specialising in the supply of contract and permanent staff to companies related to aviation worldwide.

Historically we have always maintained a rigid data protection policy and much of this document is a continuation but this includes additions in light of revised GDPR regulations.

For further information or clarification please contact:

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Privacy Policy specific to recruitment

Data requested from candidates by Excel will only be used for recruitment purposes.

This data includes but is not limited to personal and contact information (address, email, telephone numbers), age, place of birth and nationality, education, qualifications and professional experience, reference information, passport information, criminal record information.

In certain cases we may ask for more information, however this would be specific to a given requirement or company.

We will only share this information with recruitment clients in relation to a specific role and only after receiving the permission of the candidate to do so.

As a contract/temporary recruitment provider we adopt the policy that any candidate making contact with us would like their details held by Excel even after the initial role has been filled unless they state otherwise

For similar reasons we do not impose a time limit on data storage unless specifically requested by a candidate

Data is stored on our server situation in our offices in Bourn, Cambridge

Points at which information is handled

Initial contact candidate > agency

Usually by telephone or email, directly or in response to an advert, occasionally face to face.

Agency > candidate

Generally to give details of a job and whether candidate is interested and gives permission to be submitted. We also make contact to gather additional information specific to a role to get more general information as required by our client, this is always done by phone or email, after the candidate has provided their contact details and is recorded on our database.

Agency > client

Usually the submission of a candidate and any required supporting information for an open role we have been given permission to recruit for

Client > agency

This is usually either to confirm details of a role or to ask for more details about a submitted candidate

Audit/assessment of recruitment data

Sources of candidate data

Advertising websites, all used lawfully

Jobsite databases – we have checked these are compliant with revised GDPR regulation

Direct application from candidate

Existing database

Introduction by associate (client, candidate etc.)

Meeting at show/conference/client visit

What data do we collect and how much do we use

Data collected is determined by what the candidate shares with us.

This is not limited to contact details (address, email, telephone numbers), age, place of birth and nationality, qualifications and professional experience, reference information, passport information, criminal record information

We also record information the candidate discusses with us such as salary requirements, ideal locations for work, personal situation including family and married status.

All recorded information is relevant and necessary to our recruitment processes; initial and subsequent contact by telephone/email is recorded on our database under an individual candidate record and emails are deleted after data has been transferred to server or database.

How we use personal data in our operations

We use data both to consider suitability for a given position, and to make the case for employment to our clients.

We will occasionally use salary data for skill or salary benchmarking but this is never specific to an individual, only a role or client/potential client

Where do we store data and who has access to it

Data is stored on a central server which only Excel employees and IT support staff have access to, either in document form on a shared drive or within an encrypted contact database

We occasionally upload data to an RPO/client portal but consider that the receiver has responsibility for handling this and have confirmed their compliance with GDPR

How does data flow across our company

We effectively work as one large team, with resourcers, payroll clerk and salespeople all using the same database and server for information. Data is not categorised and only used by one department and we all follow the same privacy and GDPR policy

Processes for sharing, transferring, modifying and deleting data

Sharing – we always speak to a candidate and confirm their interest in a role and permission to submit details before any data is shared. If a candidate does not give permission we do not share their information.

Furthermore, if we intend to share candidate contact information we will make another call or email specifically to check this is acceptable, without permission we will not share this information.

We will specifically check with the candidate on each occasion we would like to share their data.

Transferring – candidate data is either sent by email directly to a nominated client address or submitted through a secure recruitment portal

Modifying – data is updated or modified following contact from candidate, we cannot and would not have any reason to update or modify data otherwise.

Contact can be by telephone or email and may be instigated by Excel or by candidate

In all of the above instances the actions taken are recorded in full on our contact database on a record specific to the candidate.

Deleting – if a candidate requests deletion we will remove their information and documentation from our server and any associated documentation they might feature on. Additionally we will also request that any client data has been shared with delete their copy of the data.

Candidate rights

Our data is held on our password protected computer network, on encrypted email software and on an encrypted database. Backups are held in the Cloud and protected with Amazon S3

We only collect data and contact candidates in order to speak to them about a specific role and invariably attempt contact with a candidate as soon as we have sourced their data. If we cannot contact the candidate we continue to attempt this until we have, or leave a message asking them to reply to us as soon as possible.

We only record data relevant to the role we are considering the candidate against and all data is collected lawfully to the best of our knowledge

At candidate request we will rectify, remove, restrict processing or provide details of all data held in respect of them. Contact must be made by email or in writing addressed to our DPO and we will respond within one month of request.

Job Applications and CV Submittal

All individuals who either make a specific job application or make speculative contact with Excel Technical Consulting are deemed to automatically consent to their personal details being stored and used where required by Excel Technical Consulting.

This policy can be found on our website at

<http://www.exceltechnicalconsulting.com/downloads/privacy-policy.pdf>