

# Privacy Notice

## At USA Recruitment, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, apply to our roles and interact with us regarding interview processes with our clients. It explains how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this policy and our privacy practices should be sent by email to Rhea Aggar [ra@eu-recruit.com](mailto:ra@eu-recruit.com)

## Who are we?

We're USA Recruitment, an award-winning, international recruitment agency specialising in niche technologies. We provide intelligent recruitment solutions, advocating quality over quantity. Our consultants mix research and recruitment to have a deep understanding of the technical areas in their respective industries.

We offer permanent and contract opportunities throughout the US, Canada, Europe, Asia and the UK.

Contact [info@usa-recruit.com](mailto:info@usa-recruit.com) or call + 1 (0) 9292 245 356

## Legitimate Interests

We store and process your personal data under lawful grounds of legitimate interests. This means we have a genuine and legitimate reason for processing your personal information and we are not harming any of your rights and interests. In fact, we use your data in ways that you would reasonably expect, to present you with new job opportunities or partner with you as a client for your hiring needs.

You have the right to object to these grounds of processing. Should you wish to object, please do so either in writing by emailing us at [GDPR@usa-recruit.com](mailto:GDPR@usa-recruit.com) or verbally by calling +1 (0)9292 245 356.

## Marketing Emails

From time to time we may also wish to get in contact with you regarding future job opportunities. However, to do so we now require you to OPT IN or OPT OUT of marketing emails. Please specify your preference by letting us know at [GDPR@usa-recruit.com](mailto:GDPR@usa-recruit.com)

## How do we collect information from you?

We obtain information about you when you use our website – for example when you contact us about products and services we provide or when you register with us or sign up for job alerts. We also obtain information when you send your CV and apply for a role, when you discuss potential job opportunities during telephone calls, or when you partner with us as a client for your hiring needs.

We sometimes obtain information about you if you have put your CV on a job board such as Monster or LinkedIn, but we will always notify you at the point of collecting such information.

## **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, phone number, your CV and, thus, your work history.

## **How is your information used?**

We may use your information to:

- process an application for a role you have given us authorisation to submit you for;
- contact you for future opportunities that may be interesting to you;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications in order to update your details

We review our data retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example if you are contracted by us). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

## **Who has access to your information?**

We ensure that our access control policy is enforced to the extent that common users of our systems do not have access to and are prohibited from processing certain personal data.

We may share your personal data with third parties for purposes such as processing employment background checks, background screening, or the automation of certain recruitment processes, such as the automated service we use to upload CVs to our database – N.B., we do not use data profiling or automated decision-making when processing your personal data.

We will not share your information with third parties for marketing purposes.

## **How you can access and update your information**

You have the right to request your data to be rectified, erased or destroyed at any time.

You also have the right to ask for a copy of the information USA Recruitment hold about you (we may charge £10 for information requests to cover our costs in providing you with details of the information we hold about you).

The accuracy of your information is important to us. If you change your email address, or any of the other information we hold is inaccurate or out of date, or you wish to contact us for the

aforementioned reasons, please email us at [GDPR@usa-recruit.com](mailto:GDPR@usa-recruit.com). Alternatively, you can telephone +1 (0)9292 245 356.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is kept in a secure database which is encrypted and protected. This database undergoes a SOC I Type 2 audit to verify its controls and process pertaining to security around customer data. Our email and IT server is also encrypted, and the right operational checks in place to ensure that your data does not fall into the wrong hands.

## **Transferring your information outside of the USA or Europe**

As part of the services offered to you through USA Recruitment, the information which you provide to us may sometimes be transferred to countries outside the USA or European Economic Area ("EEA"). By way of example, this may happen if you have authorised us to submit you for a job application in a country outside of the USA or EEA or if you have chosen to contract through an Umbrella Company that has solutions outside of the USA or EEA. These countries may not have similar data protection laws to the US or UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the USA or EEA in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the USA or EEA, your information may be transferred outside the USA or EEA in order to provide you with those services.