

RLT Resourcing is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017 (the Guernsey Data Protection Law).

It applies to all candidates, clients and service providers

RLT Resourcing is a "controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all candidates, clients and service providers whether existing, prospective, declined, exited or former and users of our website. This notice does not form part of any contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only if necessary, for the purposes we have told you about.
- Kept securely.
- Looked after responsibly.

The kind of information we hold about you

We may collect, store, and use the following categories of personal information about you:

Personal Data

- Full name
- Title
- Residential/Company address
- Date of Birth
- Contact details ( telephone, email)
- Nationality
- Passport/ Driving License
- Residence permits/Visas

Personal data, or personal information, means any information relating to an identified or identifiable individual. It does not include data where no natural person can be identified from the data.

We may also collect either automatically, or when you submit it to us, the following

- IP Address ( Automatically collected)
- Business name
- Job title
- Job Descriptions
- Curriculum Vitae
- File Notes taken during meetings

How is your personal information collected?

We collect your personal information when you contact us by email, letter, telephone or in person, or by entering your details in the fields requested on, or any documents linked to or downloaded from our website, or any other forms provided to you. We will collect the data to enable us to deal with your enquiry or provide you with the relevant services.

We may sometimes collect additional information from third parties including clients, client advisers, background check providers, credit reference agencies or public open sources.

We will collect additional personal information during service-related activities throughout the period of providing services to you.

Scope – What Does This Policy Cover?

This Privacy Policy applies only to your use of rltresourcing.com and our company page on LinkedIn. It does not extend to any websites that are linked to from rltresourcing.com or our company page on LinkedIn (whether we provide those links or whether they are shared by other users).

For purposes of EU data protection law, I, Rebecca Le Tissier of RLT Resourcing am the data controller of your personal information. If you have any questions or concerns, you may contact me at [rebecca@rltresourcing.com](mailto:rebecca@rltresourcing.com)