

# INFOBOND PRIVACY POLICY

Infobond Personnel Services (IPS) is a recruitment agency helping individuals to find work in the Global Energy Industry. This Privacy Policy sets out the basis on which Infobond will process personal information provided to us.

We take your privacy very seriously. Please read this privacy policy carefully as it contains important information on who we are and how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us or supervisory authorities in the event you have a complaint.

When we use your personal data we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible of that personal data for the purposes of the GDPR. Our use of your personal data is subject to your instructions, the GDPR, other relevant UK and EU legislation and our duty of confidentiality.

Our Data Protection Officer is Peter Simpson and can be contacted on +44(0)1493 445576 or [peter.simpson@infobond.co.uk](mailto:peter.simpson@infobond.co.uk)

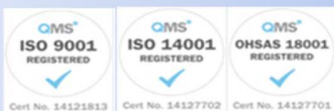
## The personal data we collect or receive may include the following:-

- Your name, address, date of birth, telephone number, Email and other contact details
- Job history (including information relating to placements through us)
- Educational history, qualifications & skills
- Passport, Visa and other right to work or identity information
- Bank details, National insurance and tax (payroll) information
- Next of kin and family details
- Information contained in references and pre-employment checks from third parties
- Other sensitive personal information such as health records

## We may obtain your personal data from the following sources:

- You, e.g. an interview, application, registration form or Curriculum Vitae
- A client, other candidates, online jobsites, social Media
- Conversations on the telephone
- Our website and RMS (Resource Management System)

This personal data is required to enable us to provide our service to you. If you do not provide personal data we ask for, it may delay or prevent us from providing services to you.



Infobond Limited

Registered office: 7-8 The Precinct High Street Gorleston Great Yarmouth Norfolk NR31 6RL  
Registered in Cardiff, UK No. 2838755 - V.A.T Registration Number 637 1741 36



# INFOBOND PRIVACY POLICY

## How we will use your personal data:

The processing of your personal information may include:

- Collecting and storing your personal data, whether in manual or electronic files
- Notifying you of potential roles or opportunities
- Assessing and reviewing your suitability for job roles
- Introducing and/or supplying you to actual or potential Clients
- Discussing with you an opportunity with us or with our Clients
- Sending information to third parties with whom we have or intend to enter into arrangements which are related to our Recruitment Services.
- Providing information to regulatory authorities or statutory bodies including insurers.
- To market our Recruitment Services
- Retainment of records in RMS .

## Who we share your personal data with:

We routinely share personal data, the categories of persons with whom we may share your personal information include:

- Individuals, hirers and other third parties necessary for the provision of our Recruitment Services
- Any regulatory authority or statutory body pursuant to a request for information or any legal obligation which applies to us.
- Parties who process data on our behalf, which may include outsourced payroll providers IT support, Storage service providers including cloud, Background screening provider Insurers.

## Where your personal data is held:

Information may be held at our offices, third party agencies, service providers, representatives and agents as described above.

## How long your personal data will be kept:

We will retain your personal data and keep it updated after your work has finished to enable us to present you for future work. When it is no longer necessary to retain your personal data, we will delete it.



# INFOBOND PRIVACY POLICY

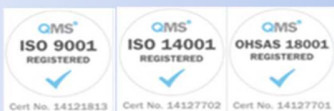
'Personnel Suppliers to the Oil & Gas Industry since 1993'

## Data Security and Confidentiality:

It is our policy to ensure, in so far as is reasonably practicable, that our systems and records are secure and not accessible to unauthorised third parties.

## Changes to this privacy policy:

This privacy policy was published on 25<sup>th</sup> May 2018, We may change this privacy policy from time to time, when we do we will place a notice on our website.



Infobond Limited

Registered office: 7-8 The Precinct High Street Gorleston Great Yarmouth Norfolk NR31 6RL  
Registered in Cardiff, UK No. 2838755 - V.A.T Registration Number 637 1741 36

