

# Harris Hill Ltd – Privacy Notice

## 1. Who we are

Harris Hill Ltd is a recruitment consultancy specialising in charity and not-for-profit appointments. We act as a **data controller** when processing personal data in the course of providing recruitment, work-finding and employment-related services.

If you have any questions about this Privacy Notice or how we use your personal data, please contact our Data Protection Officer:

**Aled Morris – [gdpr@harrishill.co.uk](mailto:gdpr@harrishill.co.uk)**

## 2. How this notice applies to you

This Privacy Notice applies to different people in different ways. Please refer to the section most relevant to you:

- **Candidates for permanent roles** – section 3a
- **Temporary / interim workers** – section 3b
- **Employees and internal staff** – section 3c
- **Clients, contacts and suppliers** – section 3d

## 3. What personal data we collect

### 3a. Candidates for permanent roles

We may collect:

- Name and contact details
- CVs, career history and qualifications
- Location information (e.g. postcode)
- Right to work and sponsorship information (high level only)
- Information about reasonable adjustments (if disclosed)
- Information about unspent criminal convictions, where lawful

We collect this information only where relevant and proportionate to the stage of the recruitment process.

### 3b. Temporary and interim workers

Where you are likely to be engaged on an assignment, we may also collect:

- Date of birth
- Address details
- National Insurance number
- Payroll and payment details

- Right to work documentation (at offer or engagement stage)
- Emergency contact details

This information is required to meet legal, payroll and compliance obligations.

### **3c. Employees and internal staff**

For employees and internal staff, we may collect:

- Contact and identification details
- Employment records, contracts and performance information
- Payroll, pension and benefits information
- Absence, wellbeing and health information (where necessary)
- Training and disciplinary records
- IT and systems usage data, where monitoring is in place

Most employee data is processed because it is necessary for employment contracts or legal obligations.

### **3d. Clients, contacts and suppliers**

We may collect:

- Business contact details
- Role-related information
- Contractual and billing information
- Communications and correspondence

### **3e. Equal opportunities monitoring data**

We may invite candidates and workers to provide equal opportunities information, such as data relating to ethnicity, gender, disability, age, religion or sexual orientation.

Providing this information is **voluntary**. Where collected, it is:

- processed **separately** from recruitment decisions,
- **anonymised**, and
- used only for **monitoring, reporting and improving equality and diversity** within our recruitment practices.

This information is not used to make decisions about individuals.

## **4. How we use personal data**

We use personal data to:

- Provide recruitment and work-finding services
- Assess suitability for roles or assignments
- Share relevant information with clients (with your knowledge)

- Administer temporary assignments and payroll
- Meet legal and regulatory obligations
- Make reasonable adjustments where required
- Maintain business records and communications

We do not make automated decisions about individuals.

## 5. Legal bases for processing

We process personal data using one or more of the following lawful bases:

- **Legitimate interests** – to provide recruitment and business services
- **Performance of a contract** – where we employ or engage you
- **Legal obligation** – including employment, tax and immigration law
- **Consent** – where we specifically ask for it (e.g. marketing communications)

Where consent is relied upon, it can be withdrawn at any time.

## 6. Data sharing

We may share personal data with:

- Clients, where you are being considered for a specific role or assignment
- Trusted third-party service providers (such as IT systems, payroll providers, background checking services and professional advisers)
- Regulators, insurers or legal authorities where required

We only share data where necessary and require third parties to process it securely and lawfully.

## 7. Data security

We use appropriate technical and organisational measures to protect personal data against unauthorised access, loss or misuse. Access is restricted to authorised staff.

## 8. Data retention

We retain personal data only for as long as necessary:

- Data is retained for up to six years unless longer retention is required for legal or business purposes.
- Data may be anonymised for reporting and analysis

## 9. Your rights

You have the right to:

- Access your personal data
- Request correction or deletion

- Restrict or object to processing
- Request data portability
- Withdraw consent (where applicable)

#### **Updates to this notice**

We may update this Privacy Notice from time to time. The most recent version will always be available on our website.