



WEBSITE PRIVACY POLICY

Last updated 21/07/21

Introduction

Rubik Talent Ltd is committed to protecting our users' privacy. This Privacy Policy explains how we collect, use, disclose, and protect your information when you visit www.rubik-talent.com, as well as any other media form, media channel, mobile website, or mobile application associated to or connected to it. Please take the time to read our privacy statement carefully. If you do not agree to the terms of this privacy statement, please do not use this website.

We retain the right to modify this Privacy Statement at any time and for any reason. We will notify you of any changes by amending this Privacy Policy's "Last Updated" date.

You should review our Privacy Policy on a regular basis to stay up to speed on any changes. By continuing to use the Site after the date on which the amended Privacy Policy is posted, you will be deemed to have been made aware of, subject to, and accepting the changes in the revised Privacy Policy.

Who is covered by this Privacy Policy?

This Privacy Policy covers the personal information of our Website Users, Talent, Clients, Suppliers, and anyone else we might contact to learn more about our Talent.

It's important to note that we may make changes to this Privacy Policy at any time. If you want to stay up to date, simply visit this page, as we will post any changes here.

You may have legal rights if you are unsatisfied with any aspect of our Privacy Policy, which we have detailed where applicable.

What is the scope of this policy?

We at Rubik Talent take your personal data seriously. This policy:

- Sets out the different types of personal data we gather about you
- Explains how and why we collect and use your personal data
- Explains how long we retain your personal data
- Explains when, why, and with whom we will disclose your personal data
- Sets forth the legal basis for our use of your personal data
- Describes the consequences of declining to supply the personal data requested; describes the various rights and choices you have regarding your personal data
- Describes how we may contact you and how you may contact us.
- What kind of personal information do we gather about you?



Talent: We only gather and use the information required to discover the best available jobs, as well as any additional information required to assess your candidacy at various stages of the recruitment process. CVs, identification documents, school records, work history, employment and references, and financial information are all examples of this data.

We may also gather sensitive personal information about you, such as information on your health, ethnicity, or details of any criminal convictions. We only gather and process sensitive personal data from you if you have given us your explicit permission.

Organisations: We only gather and utilise the information required to provide services to you or others in your organisation, such as locating the best available applicants for your openings.

Other data subjects: Only the information necessary to contact you and pay you for the services you provide is collected and used.

Website Users: Only the information necessary to optimise your experience on our website is collected and used. This may include the manner in which you visit us, as well as the time and frequency with which you do so.

What sources do we use to obtain personal information about you?

The following are the various sources from which we may obtain personal information about you:

- From you, directly. This is information you give us while looking for a new job, during the various stages of recruitment, or during our work with you to ensure that our partnership runs smoothly. Through publicly available sources. For example, LinkedIn, Job Boards, Referrals etc.

We may use software tools to collect your information when we collect it from publicly available sources as described above. These programmes are given criteria for a role's needs and are instructed to explore publicly available sources for suitable people. These programmes are set up to only provide information on people who match certain criteria.

This program's parameters are limited to just looking for talent information on public sites where there is a reasonable expectation that such information will be gathered and processed by job recruiters for the purpose of sourcing applicants for various job roles.

What do we do with your personal information?

Talent: Your personal information is used to connect your talents and expertise with a prospective employer. We'll start by gathering basic information about you, such as your contact information, job title, and experience, and then forward it to the client in need of staff.

If you are chosen by the client and go through to the next stage we will then be collecting more information from you at the interview (or equivalent) stage and onwards in that manner. We may use your data to send you information that you may find interesting such as suggesting other jobs to you.



Organisations: We use your personal information to guarantee that we can discover the best talent for any open positions or contractual responsibilities you may have.

How long do you think we'll store your personal information?

We will only keep your information for as long as it is required for us to use it as mentioned above or to meet our legal requirements. However, we may keep some of your information after you stop using our services if we feel it is essential to comply with our legal requirements, such as keeping records for tax and accounting purposes.

We shall consider the following elements while deciding the appropriate retention periods:

- Our contractual obligations and rights in relation to the information in question; applicable law's legal obligation(s) to retain data for a certain period; applicable law's statute of limitations.
- if you have requested that your information, be erased; as well as data protection standards established by appropriate authorities.

Otherwise, once your information is no longer needed, we safely delete it.

With whom do we share your personal information?

Talent: We share your personal information with our client partners who has an open position so that they can decide whether you are a good fit for the open position. We may also run checks on you to verify the information you've supplied, and in those cases, we'll share your information with our background-checking partner.

We may share your data with any of our associated third parties – for example, our payroll and pension providers – unless you specify otherwise to provide you with the best possible service.

Organisations: We share your data with our talent during providing consulting services to you, and with third parties as part of our contractual relationship.

What legal justification do we have for utilising your data?

Our processing is necessary for our legitimate interests for prospective talent referees, and clients - we need this information to assess suitability for potential roles, discover potential applicants, and contact clients, referees, and suppliers.

Before we proceed with any processing, we conduct a "balancing test" to ensure that it is necessary and that our legitimate interests do not outweigh your fundamental rights to privacy. These balance tests are documented. You have the right to know more about the information in these balancing tests, and you can do so by contacting us using the information below.



If you are interviewed and accepted as a Rubik consultant, your personal data, including sensitive data such as health information that you or others disclose about you, may be processed. In any situation, we will always seek your permission before proceeding with the processing.

We will ask for consent for some actions, such as contacting candidates about other recruitment-related services. Where you have already engaged with us by submitting a CV, applying for a job, or registering on our website, we rely on soft opt-in consent for these actions. This means we'll assume you've granted your consent unless and until you tell us otherwise. We need your specific approval for various sorts of e-marketing.

What happens if you don't provide us the information we need or if you ask us to stop processing your data?

We may not be able to match you with available job opportunities if you do not give the relevant personal data or withdraw your consent for the use of your personal data.

Do we use Cookies to collect personal data on you?

To provide better service to you on our websites, we use cookies to collect your personal data when you browse. See our cookie policy page for more details.

How do we keep your personal information safe?

We take the security of your data very seriously, and we've put in place safeguards to prevent unauthorised access to or misuse of your personal information.

What rights do you have in relation to the data that we hold?

When it comes to your personal data, you have a variety of legal rights. The data protection regulator in your country can provide you with more information and advice about your rights.

The right to be informed: You have the right to clear, honest, and easily comprehensible information about how we use your personal data and your rights. This is why the information in this Policy is provided to you.

The right of access: You have the right to access your personal information as well as certain other data. This is so you're informed of how we're using your data and can double-check that we're following the law.

The right to rectification: If your information is wrong or incomplete, you have the right to have it updated.



The right to erasure: This is also known as the "right to be forgotten," and it allows you to request that your information be deleted or removed if there is no compelling reason for us to keep it. There are exceptions to this broad right to erasure.

The right to restrict processing: You have the ability to 'block' or 'suppress' the use of your information in the future. We can still keep your information if processing is restricted, but we won't be able to use it in the future. We preserve a registry of people who have asked to be "banned" from further usage of their information so that the restriction is honoured in the future.

The right to data portability: You have the right to collect and reuse your personal data across multiple services for your own purposes. For example, if you decide to switch providers, this allows you to simply relocate, copy, or transfer your data between our and their IT systems in a safe and secure manner, without impacting its usability.

The right to object to processing: You have the right to object to some forms of processing, such as direct marketing processing.

The right to lodge a complaint: You have the right to file a complaint with your national data protection authorities regarding how we handle or process your personal data.

The right to withdraw consent: You have the right to withdraw your permission to anything we do with your personal data if you have granted it to us (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes the ability to opt out of having your personal data used for marketing purposes.

We normally respond to requests and give information without charge; however we reserve the right to charge a fair fee to cover our administrative costs of supplying the information for the following purposes:

Demands that are unfounded or excessive/repeated, or requests for additional copies of the same information.

In some cases, we may be able to decline to act on the request.

Please think about your request carefully before submitting it. We'll get back to you as soon as we can. In most cases, this will be within one month of receiving your request; however, if the request will take longer to process, we will contact you and let you know.

How will we contact you?

We may get in touch with you via phone, email, or social media. Please let us know whether you prefer one method of contact over another.



CONTACT US

If you have questions or comments about this Privacy Policy, please contact us at:

Name: Rubik Talent Ltd

Address: Number One, Vicarage Ln, London E15 4HF

Email: contact@rubik-talent.com

Company Number: 13318901