



Privacy Policy

The privacy policy for minc people
(minc ltd)

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Introduction

From 25 May 2018, the new EU General Data Protection Regulation (GDPR) will be coming into effect. In order to comply with the new requirements of this law, minc people has updated its Privacy Policy which provides detailed information on how we use and protect your personal information, and your rights in relation to this.

This Privacy Policy explains what we do with your personal data, whether we are in the process of helping recruiting you, continuing our relationship with you as an employee, or a subscriber, providing you with a service, receiving a service from you, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of our Candidates, Employees, Subscribers, Suppliers, and other people whom we may need to contact. It also applies to the emergency contacts of our Staff.

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), the company responsible for your personal data ("minc people" or "us") can be found here.

minc people reserves the right to amend this Privacy Policy from time to time in line with legislative changes.

If you are dissatisfied with any aspect of our Privacy Policy, you may have legal rights and, where relevant, we have described these as well.

Registration

You are required to supply your Data in order to register for our subscription, newsletters, access to applications and services or where you have asked us to send you further information.

What kind of personal data do we collect?

Candidate Data

In order to recruit effectively we need to process certain information about you. We only ask for details that will genuinely help us to help you, such as your name, contact details, education details, employment history and financial information (where we need to carry out financial background checks). Where appropriate and in accordance with local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal convictions.

Employee Data

Organisations are required by law to hold certain personal data for their workforce such as records of workers joining them, their job title, contact details, pay and benefits and so on. minc people collects as a minimum personal data relating to contact & billing details, company data such as company number, name, HR assessment data, number of employees, contractors, subcontractors and agency or "temporary" staff.

Subscriber Data

If you are active minc people subscriber, we need to collect and maintain information about you and organisation. We will would ask that you submit any changes to these details once they are apparent. Lapsed subscribers' records will be held for a period of 6 months where beyond this period they will be eliminated from our records.

Supplier Data

We need a small amount of information from our Suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).

People whose data we receive from staff, such as referees and Emergency Contacts

In order to provide candidates applying for a role with minc people with suitable employment opportunities safely and securely, and to provide for every eventuality for them and our employees, we need some basic background information. We only ask for very basic contact details, so that we can get in touch with you either for a reference or because you've been listed as an emergency contact for one of our employees.

How do we use your personal data?

Your data will solely be used for the purpose specified at the time of collection and unless specified, will not be passed on or sold to any third parties unless you have indicated your consent to at the time of your registration or following further communications from us.

Client Data

The main reason for using information about Clients is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. The more information we have, the more bespoke we can make our service.

Supplier Data

The main reasons for using Supplier data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements.

Employee Data

Employee records are necessary for the formulation and implementation of employment policies and procedures for recruitment, training, promotion, dismissal etc. Some of these are required by law and others enable personnel to monitor other processes. Accurate records help ensure that employees receive their correct pay, annual leave, pension and other entitlements and benefits. They can be used to monitor fair and consistent treatment of staff.

People whose data we receive from staff, such as referees and Emergency Contacts

We use referees' personal data to help verify our Employee's details and qualifications on commencement of employment. We use the personal details of an Employee's emergency contacts in the case of an accident or emergency affecting that individual.

How can you access, amend or take back the personal data that you have given to us?

Even if we already hold your personal data, you still have various rights in relation to it. To get in touch about these, please contact us. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

Right to object: If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.

Right to withdraw consent: Where we have obtained your consent to process your personal data or consent to market to you, you may withdraw your consent at any time.

Data Subject Access Requests: You have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or Delete such information. At this point we may comply with your request or, additionally do one of the following:

- we may ask you to verify your identity, or ask for more information about your request; and
- where we are legally permitted to do so, we may decline your request, but we will explain why if we do so.

Right to erasure: In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. That way, we will minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

Right to lodge a complaint with a supervisory authority: You also have the right to lodge a complaint with your local supervisory authority or the Information Commissioners Office.

Children and Privacy

Our Website does not target and is not intended to attract children under the age of 14. We do not knowingly solicit personal information from children under the age of 14 or send them requests for personal information.

What Are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however, this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies see the Wikipedia article on [HTTP Cookies...](#)

How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately, for most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable cookies.

The Cookies We Set

If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however, in some cases they may remain afterwards to remember your site preferences when logged out.

We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

This site offers e-commerce or payment facilities and some cookies are essential to ensure that your order is remembered between pages so that we can process it properly. When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence. In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences we need to set cookies so that this information can be called whenever you interact with a page is affected by your preferences.

Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site. This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the

site and the pages that you visit so we can continue to produce engaging content. For more information on Google Analytics cookies, see the official [Google Analytics page](#). This data is held anonymously and cannot be traced back to you.

From time to time we test new features and make subtle changes to the way that the site is delivered. When we are still testing new features, these cookies may be used to ensure that you receive a consistent experience whilst on the site whilst ensuring we understand which optimisations our users appreciate the most.

We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the following social media sites including; Twitter, LinkedIn, will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

More Information

if you are still looking for more information on cookies, and the management of them; you can contact us. Please address any requests to the Chief People Officer people@mincgroup.co.uk.

Security – How do we safeguard your data?

We take reasonable precautions to keep your data secure. Such information is subject to restricted access to prevent unauthorised or unlawful access, modification or use and accidental loss, destruction, or damage. We will ensure any third parties to whom we send your data for processing on our behalf are obliged to comply with our own standards of security and to act only upon our instructions.

Access to information

The GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with the GDPR. Please address any requests to the Chief People Officer people@mincgroup.co.uk.

Changes to the Privacy Policy

Any changes we may make to this privacy policy in the future will be notified to you by post or by e-mail unless:

1. your subscriber account has been permanently deleted (after being archived);
2. you have ceased employment with minc people.

Unsubscribing from marketing emails

If you wish to unsubscribe from minc people communications regarding changes in HR, which can be considered as marketing – please use the unsubscribe link that can be found at the bottom of the email.

Unsubscribing from minc people services

If you wish to unsubscribe from minc people services entirely, this can be done through the settings panel of your minc people dashboard. Otherwise you can contact us directly and we will follow your instructions. Please contact the Chief People Officer people@mincgroup.co.uk.

Data Protection

If you have any further questions or concerns about our collection, use, or disclosure of your personal information, please contact the Chief People Officer people@mincgroup.co.uk.

Disclaimer

We use our reasonable endeavours to make sure information on this Website is accurate and up to date but before you rely on anything please contact us or double check the information from another source.

This Website also contains links to external Internet websites. We have included such links for your ease of reference and to display our partners. Please note that we have no control over the contents of these websites and do not endorse their content and cannot accept responsibility for them. You access such websites at your own risk.