

Mach Recruitment is committed to privacy for everyone who accesses the site. We will always comply with prevailing Data Protection Laws and best practices which are designed to ensure that any data you provide us with is processed with due care and attention.

What sort of data do we collect?

Mach Recruitment collects personal data about you to help in the recruitment process. This data consists of information such as your name, address, e-mail address, work and education history and your responses to and the results of assessments administered through the site, plus your nationality which we are required to collect by law or for the performance of our contract with you. We also collect information in the aggregate to provide us with a better understanding of the users of our website as a group, but which does not contain personally identifiable information.

We may also collect biometric data from you in order to operate our time and attendance system, if this is the case then we will seek specific consent from you to use and process this data.

Why do we process this personal data?

Processing the data we collect is a legitimate interest of Mach Recruitment and is necessary either by operation of the law or in order to perform our contracts with our stakeholders. We may also use data collected in the aggregate to help us to understand our users as a group so that we can provide you with a better service.

Do we pass data to third parties?

Where necessary we may pass data to prospective or intended employers or customers for the purpose of performing our contracts with you. We may also share aggregate information with selected third parties but we do not disclose individual names or any identifying information unless you have specified your agreement.

How is this data safeguarded?

The security of your data is extremely important to us. Access to your personal data is only provided to our staff who help us to process data and, in order to help with the recruitment process, to prospective employers or customers.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the website or through e-mail notification.

What are 'cookies' and why do we use them?

'Cookies' are ways of saving a small amount of personal information. We only use them to save your user name or password to allow easy access to our site. We advise you not to use 'cookies' if your computer is shared by other people.

Terminology

Aggregate

This is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future.

Archiving

This is the process where candidate users are asked if they want their personal data to remain on the Mach database. If a user does not indicate that they wish their details to be retained, their record is deleted from the database.

This means that the candidate will not be able to sign in to mach.co.uk. Please note this process is carried out in accordance with the Employment Agencies Act and the Data Protection Act.

Data

Information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

Personal data

Data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of,

Privacy policy

This is a statement by Mach Recruitment which explains the ways that we try to protect our users' privacy.

Recruitment process

The process of gaining employment and advertising for and recruiting new staff and the ongoing administrative process involved once a user has gained employment or recruited new staff.

Mach Recruitment

Mach Recruitment Ltd and its associated companies

Sensitive personal data

Personal data consisting of information classed as sensitive under the prevailing data protection laws.

Third Parties

These are companies and people other than Mach Recruitment and the group of companies of which it is part.

Users

People who use our website and register their details with us for the purposes of recruitment, either to gain employment or for the purposes of advertising and recruiting new staff.

Policy query

If you have any queries about our privacy policy, please contact the webmaster.

Email

Any email received from Mach Recruitment will have either a mach.co.uk or machrecruitment.co.uk email address. Any other emails received professing to be from Mach Recruitment should be treated with suspicion.

SHOULD YOU HAVE ANY CONCERNS ABOUT A COMMUNICATION FROM MACH RECRUITMENT
PLEASE CONTACT 0113 2452441.