



Privacy Policy - Recruitment

Policy statement for Multi Resource Marketing Limited

MRM is committed to protecting the privacy of our candidates and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through any of our offices is only used on the basis of our legitimate interest, for the purposes set out in this policy.

The information we collect and how we use it

In submitting your details for an advertised role or as a general submission, you are providing your consent to MRM using your data for recruitment purposes.

MRM may collect your personal details including, but not limited to, your name, contact details, other relevant information supplied on your application form, your CV, references and appropriate social media profiles in our role as data controller. On occasions this may also include sensitive personal information such as details of criminal convictions and ethnic origin.

This information is held, used and disclosed by us as below:

- to enable you to submit your CV for general applications, or to apply for specific jobs
- to match your details with job vacancies
- to assist us in finding a position that is most suitable for you
- to answer your enquiries
- to other legitimate parties to provide services that you or our clients have requested, such as reference's, qualification's and criminal reference checking services (as required).
- to share personal information should Multi Resource Marketing or its business merges with or is acquired by another business or company. The new owners of the business or company and their advisors will notify you should this happen
- we may release personal information to regulatory or law enforcement agencies if they require us to do so
- no decision making related to candidate suitability is undertaken by an automated process

Period for storage

For all applications to MRM the data supplied will be held by the company for a period of 6 months whereupon it will be securely destroyed unless otherwise requested by the applicant.

Your access to your information

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. If you would like to make a request for information, please contact hr.admin@mrm.co.uk You also have the right to ask MRM to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so. Where we are unable to comply with your request we will provide reasons.

Curriculum vitae ("CV")

You may submit your CV via email or post. You can do this either to apply for a specific advertised job or for consideration for positions as they come up. Your CV will be stored in the MRM Applicant Tracking System. You can update your CV and information at any time by emailing hr.admin@mrm.co.uk clearly stating what document you are updating/replacing. Your old CV/details will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address).

Changes to our Privacy policy

This privacy policy may be changed by MRM at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.

If, at any time, you have questions or concerns about MRM's privacy commitment, please feel free to e-mail us at hr.admin@mrm.co.uk or call to speak to one of our representatives.

Equal Opportunities

MRM is an equal opportunities employer and a company committed to diversity. We will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.

MRM will take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'.

MRM will appoint, train, develop and promote on the basis of merit and ability alone.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

Contact

If you have any enquires you can contact us at: hr.admin@mrm.co.uk or by writing to us at:

Data Protection Officer
Multi Resource Marketing Ltd
Barberton House
Farndon Road
Market Harborough
Leicestershire
LE16 9NR