

Privacy Policy

SibiNet Limited ("the Company") Privacy Policy

1. Collection and Use of Personal Data

a. Personal Data We May Collect:

To provide optimal work-finding services, we collect necessary personal and sensitive data, including but not limited to names, contact details, education and qualifications, work history, references, emergency contacts, nationality/eligibility details, immigration status, driving license details, National Insurance numbers, and, in compliance with UK law, health information, disability details, diversity-related information, and criminal convictions where relevant.

b. Purpose of Processing and Legal Basis:

The Company processes personal data, including sensitive data, to offer work-finding services. Legal bases for processing include legitimate interest, legal obligation, and consent where applicable.

- **Legitimate Interest:** Processing data necessary for work-finding services and sharing information with prospective employers.
- **Legal Obligation:** Complying with legal obligations to HMRC and UK law.
- **Consent:** Obtaining freely given, specific, informed, and unambiguous consent for certain activities.

c. Recipient/s of Data:

Personal and sensitive data may be shared or processed with categories of recipients, including group companies, LLPs, individuals, and organizations related to references or job applications, tax and audit authorities, third-party service providers, marketing technology platforms, potential employers, third-party recruitment platform providers, and third parties providing reference, qualification, eligibility, or criminal conviction checks.

d. Statutory/Contractual Requirement:

Providing personal data may be a legal and/or contractual requirement. Failure to provide required data may result in the inability to provide work-finding services and delayed payments.

2. Data Retention

Personal and sensitive data will be retained only as long as necessary, complying with different laws requiring retention for various periods.

3. Your Rights

Data protection rights include being informed, accessing, rectifying, erasing data in certain circumstances, restricting processing, data portability, objecting to processing based on public or legitimate interest, avoiding automated decision-making and profiling, and withdrawing consent at any time.

4. Contact Details

For privacy-related concerns, complaints, or to exercise your rights, contact:

SibiNet Limited

Unit 3, 36a Windmill Lane, Smethwick, B66 3EU

0121 517 1676

You also have the right to contact the Information Commissioner's Office or relevant supervisory authority if you believe data protection rights have not been adhered to.

Muhammad, Director

A handwritten signature in black ink, appearing to be 'Muhammad', written over a horizontal line.

Date: 30/09/2024