

## **Aximis Privacy Policy**

Aximis takes protection of personal information very seriously and we are committed to protecting and safeguarding your information privacy rights.

Should you suspect any misuse, loss of or unauthorised access to your personal information, **please let us know immediately by contacting the appropriate Aximis entity you are registered with.**

**For Aximis** please call **01883 621160** or email [dataprotection@Aximis.com](mailto:dataprotection@Aximis.com).

**Or**

**For Aximis West** please call **01242 506374** or email [dataprotection@aximis-west.com](mailto:dataprotection@aximis-west.com).

This policy explains:

1. The types of personal information we collect
2. How we collect it
3. How it's used
4. Who we share your personal information with
5. How do we safeguard your information and how long do we retain it?
6. How you can access and amend your information
7. How to contact us

### About us

#### **Aximis Limited**

Aximis Limited is the data controller responsible for protecting personal information held by the company. We are registered in England under the company number 05809352 and our registered address is:

Aximis Limited, Bourne House, 475 Godstone Road, Whyteleafe, Surrey, CR3 0BL

#### **Aximis(West) Limited**

Aximis(West) Limited is the data controller responsible for protecting personal information held by the company. We are registered in England under the company number 06482789 and our registered address is:

Aximis (West) Limited, 1st and 2nd floor suite, 105-107 Bath Road, Cheltenham, GL53 7LE

### **1. The types of personal information we collect**

#### Candidate information:

To enable us to provide the best possible employment opportunities that are tailored to you, Aximis needs to process certain information about you. We may collect some or all of the information listed below (please note this list is not exhaustive):

- Name
- Address
- Email and other contact details
- Date of birth

- Job history (including information relating to placements through us)
- Educational history, qualifications & skills
- Visa and other right to work or identity information
- Passport
- Bank details
- Contact details of referees
- Personal information relating to hobbies, interests and pastimes
- Information contained in references and pre-employment checks from third parties
- Your marketing preferences

#### Client information:

Aximis will only collect and use information about your company or individuals within your organisation that is necessary in order to provide you with our contractually agreed Recruiting Services. This will include names, telephone numbers and email addresses of relevant staff.

#### Supplier information:

Aximis will only collect and use information about your company or individuals within your organisation that is necessary in order to carry out our business with you. This will include names, telephone numbers and email addresses of relevant staff. We may also collect bank details so that we can pay for the services you provide if this is part of the contractual arrangements between us.

## **2. How do we collect your personal information?**

#### Candidate information:

There are two main ways in which Aximis collects your personal information:

1. Directly from you or
2. From other sources

You may choose to share your information with us by:

- Emailing your CV to an Aximis consultant
- Contact by telephone
- Contact face to face
- Applying for jobs through an online job site (Monster or CW Jobs etc), which then redirects your details to us via email

We may also receive personal information from:

- Your referees
- Our clients
- Other third-party sources

#### Client/Supplier information:

Aximis collects your information during the course of our business with you. This is collected either:

- When you contact us proactively by phone or email; and/or
- When we contact you, either by phone or email
- From other sources

### **3. How do we use your information?**

#### Candidate information:

Aximis uses your personal information for recruitment activities, enabling us to help you find suitable employment. Below are various ways in which we use and process your personal information for this purpose (please note that this list is not exhaustive):

#### Recruitment Activities:

- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment
- Providing you with our recruitment services and to facilitate the recruitment process
- Assessing information about you against vacancies which we think may be suitable for you
- Sending your information to Clients to apply for jobs or to assess your eligibility for jobs (this will only be done with your consent)
- Carrying out our obligations arising from any contracts entered into between Aximis and third parties in relation to your recruitment
- Processing your information to enable us to send you targeted, relevant materials or other communications which we think are likely to be of interest to you
- Facilitating our invoicing processes with our clients

#### Client information:

Aximis uses information from our Clients for recruitment purposes and to ensure that the contractual arrangements between us and our Clients can be properly implemented. The following are ways in which we use and process personal information for this purpose:

- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment activities and/or our contractual agreements
- Keeping records of our conversations and meetings, so that we can provide targeted services to you

#### Supplier information:

Aximis uses information from our suppliers purely to facilitate the business between us and for no other purpose.

#### **4. Who do we share your personal information with?**

##### Candidate information:

Aximis will not share your personal information unless we are entitled to do so. We will share your personal information with your consent as necessary to provide our Recruitment Services.

In addition, we may also share data with:

- Any regulatory authority or statutory body pursuant to a request for information or any legal obligation which applies to us
- Cloud storage providers including email and Aximis(West) databases held off site
- Legal and professional advisers

If Aximis were to merge with or is acquired by another business or company in the future, (or is in meaningful discussions about such a possibility) we may share your personal information with the (prospective) new owners of the business or company.

##### Client information:

Aximis will not share your information unless we are entitled to do so. We share your information as necessary to fulfil our contractual services to you.

In addition, we may also share data with:

- Any regulatory authority or statutory body pursuant to a request for information or any legal obligation which applies to us
- Cloud storage providers including email and Aximis(West) databases
- Legal and professional advisers

If Aximis were to merge with or is acquired by another business or company in the future, (or is in meaningful discussions about such a possibility) we may share your information with the (prospective) new owners of the business or company.

##### Supplier information:

Aximis will not share your information unless we are entitled to do so. We share your information as necessary to fulfil our business with you.

#### **5. How do we safeguard your information and how long do we retain it?**

##### Safeguarding:

As far as reasonably possible Aximis will ensure that our systems and records are secure and not accessible to unauthorised third parties in line with appropriate guidelines.

##### Retention of information:

It is our policy to only store information for as long as is reasonably necessary for us to comply with our legal obligations and for our legitimate business interests.

## 6. How you can access and amend your information

If Aximis already holds your information, you still have various rights in relation to it. To get in touch about these rights, please contact us on any of the methods provided in paragraph 7. 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.

## 7. How to contact us

Aximis is the entity responsible for processing the data. For any data protection enquiries or requests please contact the appropriate Aximis entity below that you are registered with.

### For Aximis:

Telephone: **01883 621160**

Email: [dataprotection@aximis.com](mailto:dataprotection@aximis.com).

Write to: **Data Protection Officer**

Aximis Limited  
Bourne House  
475 Godstone Road  
Whyteleafe  
Surrey  
CR3 0BL

### For Aximis West:

Please call **01242 506374**

Email: [dataprotection@aximis-west.com](mailto:dataprotection@aximis-west.com).

Write to: Please write to us at the following address:

**Data Protection Officer**

Aximis(West) Limited  
1st and 2nd floor suite,  
105-107 Bath Road,  
Cheltenham,  
GL53 7LE