

## PRIVACY POLICY STATEMENT

### Collection and Use of Personal Information

Personal information is data that can be used to identify or contact a single person.

Personal information is collected in the first instance, when contact is made with the agency. This falls in to several different categories which include, but not limited to:

- Applications with and without a CV
- CV Submissions (Not attached to a particular vacancy)
- Phone/Skype calls for registered interested
- Face-to-face interview

### What personal information we collect

When you register your interest with Influx, we will keep a hold of your contact details for the purpose of contacting you with new employment opportunities. Initially, we may collect a variety of information including your name, mailing address, phone number, email address and contact preferences. This information may only be shared with our subsidiary company at Euthenia Recruitment with the intent to assist in finding employment for you. This information will not be passed to any other sources without prior consent.

Once we have contacted you regarding an employment opportunity, given your permission, we may supply a formatted copy of your CV to the respective client. Influx will never supply your information to any of our clients or prospects without consent.

### Working with Influx

Once you have been employed directly by Influx, whether that be on a temporary contract or employed directly, Influx will collect personal details for employment purposes. This may include: identification, reference details, emergency contacts and bank details.

This information will be shared with our third party payroll provider that will be responsible for payment of monies owed to the employee from hours completed. This information is securely stored on our database and will be available on request at any time.

### Others

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence – for Influx to disclose your personal information. We may also disclose information about you if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate. Additionally, in the event of a reorganisation, merger, or sale we may transfer any and all personal information we collect to the relevant third party.

### **Integrity and Retention of Personal Information**

Influx makes it easy for you to keep your personal information accurate, complete, and up to date. We will retain your personal information for the period deemed necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

### **Opt-Out**

If you have previously registered your details with Influx and would not like to be contacted regarding future opportunities, Influx is committed to your privacy and will remove personal details from your profile on our CRM database and will add notes on our system stating that you no longer wish to be contacted.

We may still have access to your information via third party organisations (such as job boards and online databases) and keeping a profile on our CRM system will ensure that you will not be contacted further.

### **Privacy Questions**

If you have any questions or concerns about Influx Privacy Policy or data processing or if you would like to make a complaint about a possible breach of local privacy laws, please contact us.

**Approved By :** Sharon Menzies

**Date :** 09/03/2018