



## **Privacy Statement**

The Government has committed to updating and strengthening UK data protection laws through a new Data protection Bill which comes into force on 25 May 2018.

HOPS Labour Solutions Ltd (Also trading as HOPS Recruitment and HOPS Executive) are committed to upholding the new regulations and maintaining the trust and confidence of our clients. We only collect personal data about you in order to provide recruitment services. We will not collect any personal data from you that we do not need.

What the Privacy statement covers:

The personal information we collect:

How and why we collect and use your personal information

Why we process your personal information

When and why we disclose your personal information

The rights and choices you have in regards to your personal information

The safety and security of your information

How long we keep your information

How to contact us

### **Use of Personal Information**

All details provided by our farmers, growers, participants and partner organisations, via job descriptions and CV's (participants), will only be used for recruitment.

We may share aggregated demographic information with our partner organisations, for example overseas Universities. This will be in an anonymised format and not linked to any personal information that can identify any individual person.

When an individual completes an application form or submits a CV containing their personal information, copies of two forms of ID may also be requested and proof of driving licence. In order for us to use the data captured on your application form and/or CV, you will be required to opt in via a check box at the bottom of the application form or on the website.

All information contained on the participant's application form and all information regarding the participant's employment may be held on paper and electronically and may be shared with:

- The farmers and growers that are registered to Hops Labour Solutions Ltd
- The Home Office (Including UK Visas and Immigration and the Police Service)
- Barclaycard Prepaid (where banking facilities have been requested by the participant or the employer)

Your personal information is stored securely in adherence to the data protection legislation. We do our best to keep your information secure; we cannot guarantee no breaches of security will occur but we will do our utmost to inform of such issues. By submitting your details you acknowledge such risk and cannot hold us responsible.

Participants may ask for a copy of the information that we keep about you. You are entitled to view, amend or delete the personal information that we hold. If you wish to do this, you should write to us immediately – by emailing [carly.goodridge-smith@hopsls.com](mailto:carly.goodridge-smith@hopsls.com) or writing to HOPS Labour Solutions Ltd, Unit 178, 10<sup>th</sup> Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG. You will need to supply your full name and date of birth on any correspondence. Subject access requests will be dealt with within one month. No charge will be made for simple access requests.

Participants must understand that if they request for their personal data be deleted, this may affect the ability of HOPS to process their application.

We will retain your data for legal business purposes for a period of up to two years; unless a request is received in writing to delete or destroy this information.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

#### **The Website**

The HOPS website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. Participant details will not be displayed on candidate profiles. These will be stored separately. This website complies to all UK national laws and requirements for user privacy and does not use cookies.

#### **Disclosure of Information**

Personal details will only be used by HOPS Labour Solutions Ltd and shared with the parties recorded above. We will **NOT** disclose this information to anyone else without first obtaining permission.

#### **Mailing addresses and email addresses**

HOPS Labour Solutions Ltd will not send out unwanted mail, junk mail or email messages, nor knowingly pass addresses or email addresses to any third party engaged in such activities. Furthermore we take every precaution to minimise the risk of computer viruses using stored email address lists to send unsolicited email.

