

## **How we use your information**

This statement outlines how AMS processes your personal data.

## **How will AMS use the information that you provide?**

AMS will collect your personal data either directly from you, or from a publicly available source such as job boards or business-related social networking sites. This data will be used for the following, collectively the 'Purposes':

- (i) The purpose adding your profile to our talent pool for consideration against permanent roles, or with AMS, or with our clients
- (ii) processing an application for either a permanent role with AMS, or our clients
- (iii) matching your details to any future suitable roles
- (iv) contacting you about the services we offer
- (v) undertaking surveys
- (vi) Some of your personal data may be used in the future by AMS or our clients for the purposes of making an offer of employment, and managing your ongoing employment
- (vii) Performing diversity assessments

AMS are processing your personal data based on AMS legitimate interest, and due to AMS legal obligations. Some processing may include profiling and automated decision making.

The legitimate interests pursued by AMS are as follows: -

- a) Collecting your personal data either directly from you, or from a publicly available source for the purposes of adding your profile to our talent pool, or matching your profile against suitable roles
- b) Managing the application, screening, and selection process for suitable roles
- c) Providing your details to nominated third party suppliers for the purposes of pre-employment screening, and for the nominated suppliers to offer appropriate services that may benefit you
- d) Storing your personal data for the purpose of matching your details with potential future roles
- e) Contacting you by phone, or email or social media about potential future roles

While processing your application, AMS may collect personal data about you which is more sensitive than other data such as details about your health. Where this is done it will be for the purpose of making reasonable adjustments during the application, sourcing and selection process. In some circumstances this data may be shared with our clients for the same purpose, or for them to ensure that the role being performed would not be detrimental to your health, or the health of others.

With your consent, AMS may also collect data related to your racial and ethnic origin, religious beliefs, and sexual orientation, and disability status. This data will be used exclusively for the purposes of diversity assessment.

We will treat all personal data (whether sensitive or not) as private and confidential except where we are permitted or required by law to make a disclosure or where the disclosure is necessary for the Purposes.

Unless AMS are required by law, you are under no obligation to provide your personal data to AMS for the purposes. Should you choose not to provide your personal data, or you request that AMS delete your personal data, AMS will be unable to provide work finding services to you.

## **How long will AMS keep your data for?**

We will keep your personal data for the purposes of matching your details to a potential future assignment for as long as is necessary to achieve the Purposes, which may be for the duration of your career, or until such point that either you ask us to delete the personal data, or we believe that there is no realistic prospect of AMS identifying a potential future role.

Where you are presented to a client and additional data is collected or created during the application, sourcing and selection, or screening process AMS may retain that data for 12 months after the application process has completed. After 12 months the personal data relating to the application will be deleted from our systems however some of your personal details may still be retained for us to achieve the purpose as described above.

### **A description of your rights**

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all personal data, we hold about you, please email or write to us at the addresses set out below.

We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove data that you think is inaccurate.

You have a right to request that we restrict processing, to object to decisions made by automated means, and to ask us to provide the personal data that we hold in a machine-readable format for the purposes of transferring it to another organisation at your request.

You may request the removal of your personal data from AMS' systems at any time by emailing [rt@weareams.com](mailto:rt@weareams.com) with "Remove my Details" in the subject title. We may not always be able to comply with your request immediately – for example, if we need to retain your personal data for a certain period for legal reasons, or for the purposes of defending a legal claim.

You also have a right to make a data protection complaint to the Information Commissioner's Office in the UK if you think we are mishandling your personal data.

### **Who does AMS share your personal data with?**

To process your application, we may need to pass your information to other AMS companies, to AMS clients and AMS' nominated suppliers for progressing the Purposes described above. These could include AMS technology providers, insurance companies, credit checking agencies, third party screening providers, payroll providers, and government bodies, as well as third parties that you provide us, such as your referees.

Your personal data will be mainly processed by AMS within the UK and the European Union but may also be transferred to and processed in countries outside of the UK or European Union. In addition, any personal data provided by you may be stored on servers outside the UK or European Union. Some overseas countries do not have data protection legislation equivalent to that in force in the European Union however in all circumstances where your personal data is transferred, it will be done so lawfully, (for example based on an adequacy decision from the ICO or having signed an UK approved model clause agreement). In all circumstances, wherever your personal data is stored and processed, it will be processed in accordance with all applicable laws including the UK Data Protection Act 2018.

Should you wish to get further information about the safeguards applied to the transfer of your personal data, please contact the AMS Privacy Office for more information at [dataprotection@weareams.com](mailto:dataprotection@weareams.com).

### **How will AMS protect your personal data?**

AMS operates an information security management system certified to the ISO 27001 standard. In some circumstances you may be issued logins or given access to systems in order to provide information securely, or to perform certain actions such as time recording.

You agree to immediately notify AMS of any unauthorised use of your user id and/or password. Any breach of the above which results in losses to either AMS or our Clients may result in legal action being taken against the individual concerned.

## **Changes to AMS' privacy policy**

We keep our privacy policy under regular review. Any substantial changes to the way in which we process personal data will be notified by posting an announcement on our website or notified to you directly by email.

## **How to contact AMS**

Please contact us if you have any queries about our privacy policy or the information, we hold about you. You can reach us:

- by sending an email to [dataprotection@weareams.com](mailto:dataprotection@weareams.com); or
- by writing to our Data Protection Officer at AMS, 7-11 Bishopsgate, London, EC2N 3AQ

## **Declaration**

You agree that the personal data which you provide to AMS is in all respects true and accurate and is not misleading or deceptive. You agree to inform AMS in writing if any of the data you have provided is no longer accurate during the period in which AMS retains your personal data.