

## **UK GDPR DATA PRIVACY NOTICE FOR WEBSITES AND CANDIDATE CONSENT INFORMATION**

This is LXP Talent Ltd's privacy notice.

We respect your privacy and are determined to protect your data. This privacy notice informs you how we handle your personal data when you visit our website and apply for a vacancy with us (regardless of where you visit it from). We will also tell you about your privacy rights and how data protection laws protect you.

This privacy notice is provided in a layered format, so you can scroll to the specific areas below.

- 1. WHO WE ARE AND IMPORTANT INFORMATION**
- 2. THE PERSONAL DATA WE COLLECT ABOUT YOU**
- 3. HOW WE COLLECT YOUR PERSONAL DATA**
- 4. HOW WE USE YOUR PERSONAL DATA**
- 5. WHO WE SHARE YOUR PERSONAL DATA WITH**
- 6. INTERNATIONAL TRANSFERS**
- 7. DATA SECURITY**
- 8. DATA RETENTION**
- 9. YOUR LEGAL RIGHTS**
- 10. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES**
- 11. QUERIES, REQUESTS OR CONCERNS**
- 1. WHO WE ARE AND IMPORTANT INFORMATION**

What is the purpose of this privacy notice?

This privacy notice aims to give you information on how we collect and process your personal data through your use of this website and any other platforms and communication. This includes any data you may provide through this website when you CONTACT US, SIGN UP FOR A SERVICE OR COURSE, SIGN UP FOR MARKETING.

This website is not intended for children, and we do not knowingly collect data relating to children.

You must read this privacy notice together with any other privacy notice we may provide on specific occasions when we collect or process personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements additional notices and is not intended to override them.

### Data controller(s)

LXP Talent LTD is the controller and are responsible for your personal data (collectively referred to as “LXP Talent”, “we”, “us” or “our” in this privacy notice). Our contact details are 71 COMMONSIDE, LYTHAM ST ANNE’S, FY8 4DJ 01253 366120. For all data matters, contact Frazer McAlister at [frazer@lxpskills.co.uk](mailto:frazer@lxpskills.co.uk)

### Third-party links outside of our control

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

## 2. THE PERSONAL DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the Information Commissioners Office.

We may collect, use, store and transfer different kinds of personal data about you, which we have grouped together as follows:

- Identity Data includes FIRST NAME/LAST NAME/ USERNAME/ TITLE/DATE OF BIRTH/GENDER.
- Contact Data includes BILLING ADDRESS/DELIVERY ADDRESS/EMAIL ADDRESS/ TELEPHONE NUMBERS.

We also collect, use and share aggregated data, such as statistical or demographic data, for any purpose. Aggregated data may be derived from your personal data but is not considered personal data in law as this data

does not directly or indirectly reveal your identity. For example, we may aggregate your usage data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect aggregated data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions (spent or unspent) and offences if you fail to provide personal data.

Where we need to collect your personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to fulfil the contract (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

### 3. HOW WE COLLECT YOUR PERSONAL DATA

We use different methods to collect data from and about you including:

- Directly. You may give us your IDENTITY, CONTACT AND FINANCIAL DATA by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

Contact us;

- Create an account on our website;
- Sign up for a product or service;
- Request marketing to be sent to you.

### 4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Fulfilment of Contract - This means processing your data where it is necessary to fulfil a contract to which you are a party or taking steps at your request before entering into such a contract. e.g. Engaging LXP Talent to recruit staff.
- Legitimate Interest: This refers to the interest of our business in conducting and managing our business to enable us to give you the best service/product and the most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting LXP Talent via [frazer@lxpskills.co.uk](mailto:frazer@lxpskills.co.uk)
- Comply with a legal or regulatory obligation: This means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to. Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third-party direct marketing communications to you via email or text message. you have the right to withdraw consent to marketing at any time by contacting us

[FRAZER@LXPSKILLS.CO.UK](mailto:FRAZER@LXPSKILLS.CO.UK)

## PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below, in a table format, a description of all the ways we plan to use your personal data, with the legal bases we rely on to do so.

Note that we may process your personal data for more than one lawful ground, depending on the specific purpose for which we are using your data. Please get in touch with us [frazer@lxptalent.co.uk](mailto:frazer@lxptalent.co.uk) if you need details about the specific legal ground, we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity Type of data Lawful basis for processing, including basis of legitimate interest  
Registering as candidate and applying for a role (a) Identity

(c) Contact Transactional

To sign up for a product or service (a) Identity

(b) Contact fulfilment of a contract with you

To sign you up for marketing messages from us (a) Identity

(b) Contact Consent

Marketing

We strive to provide you with choices regarding specific personal data uses, particularly around marketing and advertising.

WE HAVE ESTABLISHED THE FOLLOWING PERSONAL DATA CONTROL MECHANISMS:

Promotional offers from us

We may use your Identity, Contact, Technical, Usage, and Profile Data to form a view on what we think you may want or need or what may interest you. This is how we decide which products, services, and offers may be relevant to you.

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us or if you provided us with your details when you registered for a promotion or free offer and, in each case, you have not opted out of receiving that marketing.

Third-party marketing

LXP Talent will not share your personal data with third-party organisations unless we get your express opt-in consent before sharing your personal data with any company outside the LXP TALENT LTD group of companies expressly for marketing purposes.

Opting out

You can ask us or third parties to stop sending you marketing messages at any time [by logging into the website and checking or unchecking relevant boxes to adjust your marketing preferences or by following the opt-out links on any marketing message sent to you or] by [frazer@lxpskills.co.uk](mailto:frazer@lxpskills.co.uk) at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service purchase, lms hosting, service experience or other transactions.

### Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or malfunction.

### Change of purpose

We will only use your personal data for the purposes we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please get in touch with LXP Talent Ltd via email: frazer@lxptalent.co.uk

If we need to use your personal data for an unrelated purpose, we will notify you and explain the legal basis for doing so.

Please note that we may process your personal data without your knowledge or consent in compliance with the above rules, where this is required or permitted by law.

## 5. WHO WE SHARE YOUR PERSONAL DATA WITH

We may have to share your personal data with the parties below :

- Internal Third Parties LXP Talent staff and subcontractors
- External Third Parties Service
- Providers [ACTING AS PROCESSORS] based in the UK and EU who provide Operational Software Services, IT AND SYSTEM ADMINISTRATION SERVICES.
- Professional advisers [ACTING AS PROCESSORS OR JOINT CONTROLLERS], including lawyers, bankers, auditors and insurers based in the UK and EU who provide CONSULTANCY, BANKING, LEGAL, INSURANCE AND ACCOUNTING SERVICES.
- HM Revenue C Customs, regulators and other authorities ACTING AS PROCESSORS OR JOINT CONTROLLERS based IN THE UNITED KINGDOM WHO REQUIRE REPORTING OF PROCESSING ACTIVITIES IN CERTAIN CIRCUMSTANCES.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process it for specified purposes and in accordance with our instructions.

## **6. INTERNATIONAL TRANSFERS**

We do not transfer your personal data outside the uk.

## **7. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know. They will only process your personal data on our instructions and are subject to a duty of confidentiality.

We have implemented procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **8. DATA RETENTION**

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

OR

By law, we have to keep basic information about our customers (INCLUDING CONTACT, IDENTITY, FINANCIAL AND TRANSACTION DATA) FOR SIX YEARS AFTER THEY CEASE BEING CUSTOMERS FOR TAX PURPOSES.

In some circumstances, you can ask us to delete your data: see Your legal rights below for further information.

In some circumstances, we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

## G. YOUR LEGAL RIGHTS

Unless subject to an exemption under the data protection laws, you have the following rights to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing your data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable i.e. where our processing is based on consent or is necessary for the performance of our contract with you or where we process your data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to our processing of personal data, where applicable i.e. where processing is based on our legitimate interests (or in performance of a task in the public interest/exercise of official authority); direct marketing or processing for the purposes of scientific/historical research and statistics).

If you wish to exercise any of the rights set out above, please contact Frazer McAlister via [frazer@lxpskills.co.uk](mailto:frazer@lxpskills.co.uk)

No fee required - with some exceptions

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to anyone with no right to receive it. We may also contact you to ask you for further information about your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally, it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

G

**10. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES.  
THIS VERSION WAS CREATED ON 30TH JANUARY 2023**

Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current.

**11. QUERIES, REQUESTS OR CONCERNS**

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance, contact our DATA PROTECTION OFFICER Frazer McAlister [frazer@lxpskills.co.uk](mailto:frazer@lxpskills.co.uk)

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.

**Candidate Consent Information**

You have requested that LXP Talent search for job opportunities with LXP Talent clients (the "Hirer"). You are registered with LXP Talent, and your continuing instructions accept this agreement. We will act on your behalf unless terminated.

LXP Talent will not charge you a fee for its services. The Employment Agencies Act 1973 (the "Act") prohibits Employment Agencies and Employment Businesses from charging a fee for work-finding services (unless they are acting in one of the permitted categories under the Act), and the provision of work-finding services by LXP Talent is not conditional on any ancillary services for which we charge fees.

You agree that LXP Talent will only introduce you to the Hirer. LXP Talent does not guarantee any recruitment or other kind of engagement by the Hirer, which will depend upon the absolute discretion of the Hirer as per the procedure set out by the Hirer.

If selected, you will be under the supervision, direction and control of the Hirer without any liability upon LXP Talent. The type of work which will be sought on your behalf will typically be teaching, lecturing, assessing, verifying, tutoring or similar education-based roles, including support and an administrative function, as well as invigilating, supervising and coaching you are not an agent of LXP Talent and do not have authority to enter into any commitment on its behalf unless specifically authorised in writing by LXP Talent neither this document nor the relationship between LXP Talent and you constitute a contract of employment or partnership. You have no rights pertinent to an employee against LXP Talent, and the terms of this agreement constitute the entire agreement between the parties, supersede any previous agreement.

You have self-verified that all certificates, your CV, and information provided in support of your application are accurate and correct.



