

GDPR RECRUITMENT PRIVACY NOTICE

Mark Berryman Design is the data controller and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

We are committed to protecting and respecting your privacy. This notice sets out the basis on which any personal data we collect from you, or that you provide us, will be processed by us.

Contact Details

Our full details are:

Full name of legal entity: Mark Berryman Design Ltd

Email address: info@mbdyacht.com

Postal address: 745 Ampress Lane, First Floor, Lymington, Hampshire, SO41 8LW

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at info@mbdyacht.com.

Who we are and what we do

We are a Yacht Design Consultants and we collect personal data from the following types of people to allow us to undertake our recruitment process:

- Prospective and placed candidates for permanent and contract roles
- Employees, consultants, temporary workers

Types of Data we collect

In order to provide the best possible employment opportunities that are tailored to our candidates, we need to process certain information. We only ask for details that will help us find a suitable candidate for a new role, such as name, contact details, education details, employment history and immigration status (and other relevant information you may choose to share).

Where appropriate, and in accordance with local laws and requirements, we may also collect information related to diversity, security clearance status or details of any criminal convictions.

We will also store information relating to previous dealings with us, including job applications, email and telephone communications, job interviews and placements.

We collect a limited amount of data from the users of our website which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the most popular referrers and website responsiveness. You can read more about this in our cookies policy and website privacy notice via markberrymandesign.com

Where we obtain your information

We may obtain candidate information from any number of locations:

- When you apply for jobs via our website
- When you correspond with us by phone, email or otherwise
- When you visit our website
- When you apply for one of our jobs via a job board
- When you are referred by a friend / colleague
- Your online profiles

When we obtain your information from external sources such as LinkedIn, corporate websites and job boards we will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source the personal data originates from, and for what purpose we intend to retain and process your personal data.

There are two main ways in which we collect client data:

- Directly from you
- From third parties such as online job boards, LinkedIn and networking.

Data Retention

We will delete candidate personal data from our systems if we have not had any meaningful contact with you for two years (or for such longer period as we believe, in good faith, that the law or relevant regulators require us to preserve your data). After this period, it is likely your data will no longer be relevant for the purposes for which it was collected.

We will consider there to be meaningful contact with you if you submit your updated CV onto our website, apply for jobs with us or we receive an updated CV from a job board. We will also consider it meaningful contact if you communicate with us about potential roles, either by verbal or written communication or engage with any of our marketing communications.

Under new data protection regulations (GDPR), we are required to keep the data we hold accurate and, where necessary, up to date. As such, we will make an effort to regularly communicate with you to ensure your data is up to date and accurate.

Legal Basis for Processing

Our legal basis for the processing of personal data is our legitimate business interests, described in more detail below, although we will also rely on contract, legal obligation and consent for specific uses of data.

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

We will rely on legal obligation if we are legally required to hold information on to you to fulfil our legal obligations.

Legitimate Interests

We take your privacy seriously and will only use your personal information to administer your account and to provide you with our recruitment services.

We think it's reasonable to expect that, if you are looking for employment or have posted your professional CV information on a job board or professional networking site, you are happy for us to assess your skills against our live vacancies. During the job offer process, we may also want to confirm your references, qualifications and criminal record, to the extent that this is appropriate and in accordance with the law.

Data Storage and Processing

All of the personal data we hold about you will be processed by our staff in the United Kingdom. We take all reasonable steps to ensure that your personal data is processed securely and prevent unauthorised access to, and misuse of your personal data.

Who do we share your data with?

As required under GDPR, we will not share your information to any other companies.

We will not share your information with any Mark Berryman Design employees who do not directly deal with recruitment.

Data Subject Access Requests

You may ask us to confirm what information we hold about you at any time, and request us to modify, update or delete such information. If you wish to access your data at any time, there will be no administration charge (unless the request is excessive) and the request should be fulfilled within 30 days. To make such a request, please email info@mbdyacht.com

Changes to our privacy notice

Any changes we make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by email.

Contact

Questions, comments or requests regarding this privacy notice are welcomed and should be addressed to info@mbdyacht.com