



Recruitment Services Data Protection Notice

Version: 02/08/11 v.2

By registering with Osirian Consulting Limited, you consent to the collection, use and transfer of your information under the terms of this Notice.

1. Osirian Consulting Limited

("Osirian") is registered as a Data Controller with the Information Commissioners Office and processes and stores personal data in accordance with the provisions of the Data Protection Act 1998 (the "Act") (as amended from time to time).

2. Information That We Collect From You

Osirian will collect, hold (whether in hard copy or computer readable format) , process and store 'personal data', as defined in the Act, primarily to provide a recruitment service, for the marketing of other recruitment related services and/or other services provided by Osirian or related companies. Personal data may also be used for administration and operational purposes.

Personal data may also include sensitive personal data which relates to you which may include medical records, details of religious beliefs, criminal offences or proceedings and details of race or ethnic origin.

3. Use of Your Information

Osirian may disclose or transfer your personal data including sensitive data to other employees of Osirian, prospective employers or hirers, outsourced services for operational purposes and other persons as required or permitted by law. Where data is deemed 'sensitive' we will gain your prior consent before disclosure.

Countries outside the European Economic Area do not always have strong data protection laws. However, Osirian will always take steps to ensure that your information is used by third parties in accordance with this policy. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

4. Storage of Information

As a recruitment business or agency, Osirian will store your details in our database. We do not allow our database to be searched by potential employers or other third parties and data will not be released to any non-associated third party unless there is a legal or regulatory reason to do so or unless the third party fulfils a service on our behalf.

Your records will not be held by Osirian for longer than is deemed necessary for legal purposes and/or for further consideration of vacancies or provision of recruitment services.

5. Security and Data Retention

Osirian places great importance on the protection and security of information that can personally identify candidates and takes reasonable precautions to prevent unauthorised access and against unlawful processing, accidental loss, destruction and damage. We cannot, however, take responsibility or liability in the event of such loss or damage. We will retain your information for a reasonable period or as long as the law requires.

6. iProfile

- Osirian is an iProfile Compatible Organisation;
- Osirian also collects candidate's personal information for the purpose of creating an iProfile for the candidate;
- The candidate's personal information may be disclosed to iProfile for the purpose of creating an iProfile;
- The candidate's personal information contained in the iProfile may be shared with other Recruitment Agencies that the candidate has previously provided his/her CV to; and
- The candidate consents to the use and disclosure of its personal information in this manner.

7. Queries and Complaints

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, or you have a complaint please contact us at contact@osirian.com. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

8. Changes To Our Data Protection Notice

Any changes to our Data Protection Notice in the future will be posted to the website and, where appropriate, through e-mail notification.

9. Osirian Consulting Limited statutory information:

Company name: Osirian Consulting Limited
Registered Address: 22, Farnham Drive, Caversham, Reading, RG4 6NY.
Company Reg No: 03954468
VAT No: 757 2274 14