

GDPR (DSGVO) Privacy Statement

Baumlink together with its group companies (“we”, “us” or “Baumlink”) take the privacy of your information extremely seriously. This Privacy Notice is designed to tell you about our practices regarding the collection, use and disclosure of personal information which may be collected in person from you, obtained via our websites or collected through other means such as by an online form, email, or telephone communication. This privacy notice applies to the processing (holding and using) of our customers and business partners personal data. All personal data processed (held and used) by us is held for the purposes stated at the time of submission or collection and not for any other purpose, unless with your explicit consent.

Lawful grounds upon which we will process your data

We will only process your data on the following grounds that are approved and permitted under General Data Protection Regulations (GDPR); these being

The lawfulness of *processing* conditions for *personal data* are:

- Consent of the individual for one or more specific purposes.
- Processing is necessary for the performance of a contract with the individual or in order to take steps at the request of the individual to enter into a contract.
- Processing is necessary for compliance with a legal obligation that the controller is subject to.
- Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the individual which require protection of personal data, in particular where the individual is a child.

The lawfulness of *processing* conditions for *sensitive personal data* are:

- Explicit consent of the individual for one or more specified purposes, unless reliance on consent is prohibited by EU or Member State law.
- Processing is necessary for carrying out data controller’s obligations under employment, social security or social protection law, or a collective agreement, providing for appropriate safeguards for the fundamental rights and interests of the individual.
- In the course of its legitimate activities, processing is carried out with appropriate safeguards by a foundation, association or any other not-for-profit body, with a political, philosophical, religious or trade union aim and on condition that the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without the consent of the individual.
- Processing relates to personal data which are manifestly made public by the individual.
- Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law which shall be proportionate to the aim pursued, respects the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and interests of the individual.

- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional and subject to the necessary conditions and safeguards.
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare and of medicinal products or medical devices, on the basis of EU or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the individual, in particular professional secrecy.

Purpose for Processing your data	Grounds for Processing
Storing our customer's and candidate's personal data in our systems for the purposes of administering our business.	Your explicit consent when providing these contact details; To contact you for legitimate business purposes To enter into or perform a contract with us
To verify your identity in anticipation that you exercise your rights in respect of your personal data	For legitimate business purposes To protect your vital interests
To offer and provide services and products you request from us or which we may think you are interested in, via email, telephone or other media.	Your explicit consent as to both your details, and the particular method which we use to contact you.

Sharing your data

We will not sell or rent your details to any third party.

We will not share your details with a third party *except* where specifically authorised to do so on lawful grounds: your explicit consent; to perform a contract, to fulfil a legal obligation; to protect your vital interests; to carry our public tasks or for legitimate business purposes

Retaining your data

We will only retain your personal data for the period necessary to fulfil the purposes outlined in this Privacy Statement. This may be up to 5 years, unless a longer retention period is required or permitted by law (which is typically the case in the context of our obligations under tax law).

Should you choose to unsubscribe from our mailing list, please note that your personal data may still be retained on our database to the extent permitted by law. Normally this will be on a 'suppression list' to ensure that we do not contact you in circumstances where you have withdrawn your consent.

Protecting and storing your data

We make all reasonable endeavours to protect your personal data against loss, alteration or any form of unlawful use. We will store your data in the most secure environment possible, whether physically or electronically. A limited amount of people will have access to your personal data and only ever for the purposes and upon the grounds detailed in this Privacy statement.

We have put in place 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.

Your rights

Under GDPR, you have the following rights:

<i>The right to be informed</i>	You have a right to know about our personal data protection and data processing activities, details of which are contained in this notice.
<i>The right of access</i>	You can make what is known as a Subject Access Request (“SAR”) to request information about the personal data we hold about you (free of charge, save for reasonable expenses for repeat requests). If you wish to make a SAR please contact us as described below.
<i>The right to correction</i>	<p>Please inform us if information we hold about you is incomplete or inaccurate in any way and we will update our records as soon as possible, but in any event within one month.</p> <p>We will take reasonable steps to communicate the change to any third parties to whom we have passed the same information.</p>
<i>The right to erasure (the ‘right to be forgotten’)</i>	<p>Please notify us if you no longer wish us to hold personal data about you (although in practice it is not possible to provide our services without holding your personal data and we may need to keep your data in some circumstances). Unless we have reasonable grounds to refuse the erasure, on receipt of such a request we will securely delete the personal data in question within one month. The data may continue to exist in certain backup, but we will take steps to ensure that it will not be accessible.</p> <p>We will communicate the erasure to any third parties to whom we have passed the same information.</p>
<i>The right to restrict processing</i>	You can request that we no longer process your personal data in certain ways, whilst not requiring us to delete the same data. However again, some of our Services will not be available if processing is restricted.
<i>The right to data portability</i>	You have right to receive copies of personal data we hold about you in a commonly used and easily storable format (please let us

	know a format which suits you). You may also request that we transfer your personal data directly to a third party (where technically possible).
<i>The right to object</i>	Unless we have overriding legitimate grounds for such processing, you may object to us using your personal data for direct marketing purposes (including profiling) or for research or statistical purposes. Please notify your objection to us and we will gladly cease such processing.
<i>Rights with respect to automated decision-making and profiling</i>	You have a right not to be subject to automated decision-making (including profiling) when those decisions have a legal (or similarly significant effect) on you. You are not entitled to this right when the automated processing is necessary for us to perform our obligations under a contract with you, it is permitted by law, or if you have given your explicit consent.
<i>Right to withdraw consent</i>	If we are relying on your consent as the basis on which we are processing your personal data, you have the right to withdraw your consent at any time. Even if you have not expressly given your consent to our processing, you also have the right to object (see above).

Contact Us

We will be pleased to answer any queries you may have about our collection, use of and storage of your data. All SARs and other requests or notifications in respect of your above rights must be sent to us in writing to Baumlink, 70 London Road, TW13QS, UK dpo@baumlink.com Please contact our Data Protection Officer dpo@baumlink.com If we are unable to resolve any issues you may have or you would like to make a further complaint, you can contact the Information Commissioner's Office by visiting <http://www.ico.org.uk/> for further assistance.