



Data Protection Policy

Prospectus Ltd is registered as a data controller under the Data Protection Act 1998. It complies with the requirements of the Act with regard to the collection, storage, processing and disclosure of personal information and is committed to upholding the Act's core Data Protection Principles.

Personal Data:

Prospectus Ltd holds personal details on temporary employees and job applicants, including name, address, email address and contact numbers, as well as availability details, skills and work requirements. These details are processed for recruitment purposes. This sometimes involves forwarding CVs, job applications, timesheets and references to third party clients. Prospectus also stores payroll details for temporary employees in order to process payroll, and records ethnic origin for Equal Opportunities monitoring purposes only. Under the Employment Agencies Act Prospectus Ltd is obliged to hold data for 12 months after it was last used. The Inland Revenue requires that payroll details are kept for three years.

Prospectus Ltd holds information on client organisations including contact names, addresses and telephone numbers. It also stores details about temporary and permanent jobs for recruitment and invoicing purposes. Invoices are kept for 6 years in compliance with our legal obligations.

Marketing:

Prospectus Ltd sometimes processes personal data for marketing purposes, to promote new and existing services. However it recognises the right of the individual not to receive direct marketing, in accordance with the Act, and removes individuals from its mailing lists when instructed to do so.

Security Policy:

Prospectus Ltd has taken measures to ensure that all electronic and paper-based data are stored securely. All permanent employees receive training in the Data Protection Act (1998), and only authorised users have access to electronic and other filing systems. Paper-based documents, including CVs and timesheets, are disposed of securely, and there is a business continuity plan in place which ensures that data is adequately protected from computer viruses and backed-up on a daily basis.