

## **SMG Global Ltd- Your Personal Data:**

### **What we need**

**SMG Global Ltd** will be what is known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which including special types of information specific to IT and location based information for job purposes. This includes name, address, email etc.

### **Why we need it**

We need to know your basic personal data in order to provide you with notice writing and analysis for recruitment services in line with GDPR. We will not collect any personal data from you that we do not need in order to provide and oversee our recruitment services to you.

### **What we do with it**

All the personal data we process is processed by our staff in the UK, however for the purposes of IT hosting and maintenance, this information is located on our servers and no other parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be accessed by contacting (email address and telephone number)

### **How long we keep it**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years. Your information is used for recruitment purposes only (providing you with updates and positions available in the market place) will be kept with us until you notify us that you no longer wish to receive this information.

### **What we would also like to do with it**

We would however like to keep your name and email address to inform you of our future offers of employment or similar. This information is not shared with third parties unless you have provided us with the relevant authority to do so and you can unsubscribe at any time via phone, email or our website. Please indicate if this is something you would like to opt out of; [unsubscribe@smgglobal.com](mailto:unsubscribe@smgglobal.com)

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Sarah Germain and you can contact them at [Sarah.Germain@smgglobal.com](mailto:Sarah.Germain@smgglobal.com)