

Privacy Policy

Who are we?

Donmac Group Ltd are a group of companies which include a Recruitment, HR and Training consultancy and Digital Media business which provides the following services to its clients.

- Seeking Candidates for Clients.
- Seeking work for Candidates.
- Consultation around Human Resources and Training issues.
- Consultation around Digital Marketing.

In order to provide an effective service to our clients, it is necessary for us to process personal data, including sensitive personal data therefore acting as a data controller under the GDPR. The business areas/subsidiaries covered by this policy are:

Stellamar LTD

Stellamar HR Solutions LTD

Stella Digital LTD

Donmac Data LTD

Your personal details

Your personal details may be given to us in a variety of ways, including, but not limited to the following:

- You may send your details to us directly via email or another method.
- You may register and upload your details on our website.
- We may upload your details from a job board, or external data base.
- We may be given your details as part of a consultative service we provide.

We must have a legal basis for processing your personal data. For the purposes of providing you with work seeking services, consultation services and information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

What are your rights?

- The right to be informed about the personal data that we process on you.
- The right of access to the personal data that we process on you.
- The right to rectification of your personal data.
- The right to erasure of your personal data in certain circumstances.
- The right to restrict processing of your personal data.
- The right to data portability in certain circumstances.
- The right to object to the processing of your personal data that was based on a public or legitimate interest.
- The right not to be subjected to automated decision making and profiling, and
- The right to withdraw consent at any time.

Where you have consented to us processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting the following e-mail address which is fully monitored by a trained individual:

privacy@stellamar.co.uk

Legal bases for processing your data

We believe that we have a legitimate interest in processing your data for the purposes of providing work seeking services to both our clients and candidates, and for the purposes of providing consultation around Human Resources, Training and Digital Marketing and other matters.

By processing your personal data, we believe that we are able to offer a more bespoke and personal service and that this is in all party's best interests.

Clients

Our organisation sells solutions, and therefore to provide you with good, bespoke and effective service, we retain information of the clients that we work with. Information that we retain includes, but is not limited to the following:

- Details of key contacts, including email addresses, phone numbers.
- Notes from meetings and conversations had with key contacts.
- Emails exchanged with key contacts or other contacts within the organisation.
- Details of jobs, previous jobs or other recruitment.

We retain this information as we believe that it falls within our legitimate interest in providing services to our clients.

Candidates and Individuals

- If you are looking for employment or have posted your CV onto a job board or networking site, we believe that it is a fair assumption that you are happy for us to collect and use your data to offer or provide you with recruitment services. This might include us sending your details to our clients who may have a suitable opportunity for you as well as matching your details against other job vacancies we may have.
- We may at times have to provide a service to you to comply with processes such as paying invoices, making payments to you via our payroll, in which case, we see it within our legitimate interest to have your details in order to complete this activity.
- From time to time we may have to share your data with authorities which are to comply with our legal, regulatory and tax obligations and we have a legitimate business interest in doing so.
- If you are job seeking, we believe that we can often help you by contacting you with possible options, and therefore may use your details to contact you about with relevant information, and relevant information to help you in your job search.
- If working on a consultancy project, it is often necessary to process your data to ensure we have correct information and detail on matters.

Giving your consent

Sometimes it will be necessary for us to obtain your consent to process and hold your data, in particular when processing sensitive data. In cases such as this you have the following rights:

- You have to give your consent freely
- You have to know what you are consenting to
- You should be able to control your consent
- We will keep a record of your consent
- You have the right to withdraw your consent

Collection of personal data

Clients

When working with clients across our organisation, we will collect data that will help us ensure a good and fair business relationship. Data we collect for this purpose will usually be basic. This data could include, but is not restricted to:

STELLAMAR, 3rd Floor, Enterprise House, Mermaid Way, Southampton, SO14 3XB

- Names of contacts
- E-Mail Addresses of contacts
- Phone numbers of contacts
- IP addresses if you visit our website
- Car Registration numbers used for signing in purposes, should you visit us at our offices.

Candidates and Individuals

To ensure the best service when working with you as a candidate, or to ensure that accurate and necessary information is provided when offering consultation and advisory services, we may collect the following types of personal data. The list below is basic, and not exhaustive

During the course of providing you with work seeking services we may collect some or all of:

- Name
- Contact details
- Sex/gender
- Date of birth
- Education background
- Employment history
- Immigration status
- Nationality
- Copy of passport / ID card / other form of identification
- Tax and Financial information
- National Insurance Number
- Details of criminal convictions where applicable to the role
- Current salary and package
- Any further information that you tell us included in future employment preferences
- IP addresses
- Car registration numbers recorded if you visit our offices
- Dates that you make contact with our organisation
- Any other information we are asked to provide under any law.

We collect personal data from you in the following ways

Clients:

- Personal data that you give us
 - o You contact us by phone or email
 - o We contact you by phone or email,
 - o Business Development activities which result in us gaining personal data such as phone numbers and email addresses.
- Personal data we receive from other sources
 - o Advertisements, media, networking tools and websites
 - o Delegate lists from meetings, events and conferences
- Personal data that we receive automatically
 - o IP Addresses
 - o Information and data we collect via marketing tools and by using our website and opening emails.

Candidates and individuals:

We collect personal data from you in the following ways

- Personal data that you give us
 - o Registering your cv and details on our website.
 - o Applying for a job we are advertising online using a job board
 - o Sending us a copy of your cv or your contact details which enables us to contact you.
 - o Information that you offer us as part of any consultancy project
- Personal data that we receive from third parties
 - o Information that our clients share with us about you as part of a recruitment or consultancy project
 - o Any information we may find about you on company websites, job boards, networking sites (such as LinkedIn)
 - o Any information that is shared with us via a reference
 - o Information which is found on Social Media channels (such as Facebook, Twitter, Instagram etc)
- Personal data that we receive automatically

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- IP Addresses
- Information and data we collect via marketing tools and by using our website and opening emails.

Using your Personal Data

We use the data collected from candidates and other individuals in the following ways:

Clients

- Recruitment Services

Our primary function is to provide you recruitment services including presenting you with candidates. To enable us to provide these services we will process your data in the following ways:

- Storing your data on our database so we can contact you in relation to recruitment activities
- Recording notes of conversations and meetings
- For targeted marketing campaigns

Consultancy Services

We also offer a solutions-based HR, Training and Digital Media consultation service. To enable to provide these services to will process your data in the following ways:

- Retaining data on consultation work, in relation to advice and solutions we have given.
- Recording details of meetings and conversations held as part of the consultancy service.
- For targeted marketing campaigns.

Marketing Activities

As a matter of course we shall not seek your consent when sending marketing materials such as our salary surveys to corporate email addresses. If you wish to opt out of receiving marketing information you can unsubscribe from receiving them at any time.

- To help establish, exercise or defend a legal claim

Occasionally we may need to use your data to establish, exercise or defend a legal claim.

Candidates and individuals:

Recruitment and Work Seeking services

As part of our recruitment service, we will forward your personal data, when relevant to opportunities with our clients as we see relevant. We may use and process your data as part of a consultation project which we are carrying out on behalf of a client.

- To provide you with a recruitment service
- Submitting your data to prospective employers
- Assessing your data against open vacancies to determine your suitability
- Storing your details on our database so that we can contact you in relation to future vacancies
- To meet our obligations of any contracts between you and us
- To meet our obligations of any contracts between us and third parties with regard to your recruitment
- To send you appropriate updates on the job market that may be of interest.
- Facilitating of payroll and invoicing processes
- Verifying details that you have provided (e.g. references, qualifications and criminal convictions)
- Complying with our legal obligations

Sensitive Personal Data

From time to time we may need to collect and retain sensitive personal data such as

- information about health and medical conditions.
- Details on criminal convictions
- Details on a scenario at work that may be sensitive or be deemed private and confidential, or one of the protected characteristics under the equality act.

In these scenarios, we will ask for your explicit consent, and you may withdraw this consent at any time.

Marketing

If you have contacted us in the past, for example when you sent a CV, registered on our website, we may use your details to send you details of services and opportunities that may benefit you. For any further marketing we will need your consent.

If you do not wish to receive any marketing from us, you may withdraw your consent at any time by unsubscribing through our email system. You may unsubscribe at any time.

To help establish, exercise or defend a legal claim

Occasionally we may need to use your data to establish, exercise or defend a legal claim.

Who we share your personal data with

We share your data with a variety of other parties during the course of conducting our business, in a number of ways, for a number of reasons.

They are as follows:

Clients

- Third party IT companies with whom we are contracted to and have appropriate processing agreements
- Third party services providers who perform work on our behalf (e.g. auditors, lawyers, IT providers etc.)
- Tax and local authorities to enable us to comply with laws and regulations
- Marketing technology providers

Candidates and Individuals

- Our clients and other recruitment businesses in the performance of finding suitable employment for you
- Third party IT companies with whom we are contracted to and have appropriate data processing agreements
- Third party services providers who perform work on our behalf (e.g. auditors, lawyers, IT providers etc.)
- Tax and local authorities to enable us to comply with laws and regulations
- Marketing technology providers
- Job boards and networking tools

How we safeguard your personal data

We make sure that all of your data is safe by using a range of technical safeguards. We also ensure that operationally we are sound and have carefully followed procedures and awareness within the business. We train our staff regularly and ensure we refresh knowledge when and where necessary.

In addition to these day to day safeguards, we also have a process in place to deal with any suspected breach of data.

If you suspect that your data has been misused, or has been compromised please contact us immediately at privacy@stellamar.co.uk

Keeping Your Data

We promise that we will never retain the data we hold on you longer than we need it. Sometimes we have to keep your data to comply with tax, legal or regulatory issues.

We will delete your data if we haven't had any contact from you (or for clients, the company you work for or with) for a three-year period.

For the purposes of this policy, relevant contact means:

- Communicating with us via email, telephone or mail
- Submitting your CV or applying for a role
- Registering and logging onto our website.
- Clicking through from any of our email communication.

Keeping your data safe outside the UK

Our business works with client and candidates all over the world therefore have a need to and store your data internationally. This could be:

- To overseas clients
- Our clients may transfer your data internally
- To data storage facilities
- To our suppliers where appropriate

The company may transfer only the information you provide to us to countries outside the European Economic Area ("EEA") for the purposes of providing you with work seeking services. We will take steps



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to ensure adequate protections are in place to ensure the security of your information. The EEA comprises of the EU member states plus Norway, Iceland and Liechtenstein.

Cookies

Our website stores a number of different cookies on the computer or device that you use to access our website. Cookies are small text files used by browsers to store small bits of information about a device or computer, such as preferred settings or preferred languages.

Cookies do not take up much space (unless you have thousands of them) and cannot contain viruses or other harmful code.

The majority of our cookies are category 2 cookies, although other websites/services that we use, such as Facebook, Twitter, Instagram, YouTube, Vimeo, may store category 3 cookies on your computer when you visit our website or share content.

Complaints Procedure

If you wish to complain about this privacy notice or any of the procedures set out in it please contact us on our dedicated email address which is monitored by a trained individual:

privacy@stellamar.co.uk

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

Contact Us

By post: Stellamar LTD, 3rd Floor, Enterprise House, Mermaid Way, Southampton, SO14 3XB

By email: privacy@stellamar.co.uk

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