

## About SUNRISE JOBS

SUNRISE JOBS was established in September 2016. The core of the business is the provision of recruitment services to different educational field of clients in the Middle East.

## Privacy Policy - Outline

Great care has been taken in the preparation and publication of the contents of SUNRISE JOBS's privacy policy. SUNRISE JOBS does not assume legal or other liability for any inaccuracy, mistake, misstatement, or any other errors contained herein. Users of the SUNRISE JOBS website are advised to verify, by direct contact with SUNRISE JOBS any information on which they may wish to rely. SUNRISE JOBS has endeavoured to attribute copyright or other intellectual rights to the rightful owners where such course has been appropriate. Where any attribution has been missed or overlooked SUNRISE JOBS will take appropriate take action on the oversight.

SUNRISE JOBS processes data on the basis of consent and legitimate interest. SUNRISE JOBS is accountable for the data it collects and holds about individuals and demonstrates compliance in the way we collect, store, and use personal data. When storing data, SUNRISE JOBS ensures that it is kept in a confidential and secure fashion and that personal data is not disclosed in an improper or unprofessional way.

SUNRISE JOBS systems are designed to ensure the highest standards of data security. This includes information held concerning candidates, clients, and internal staff.

SUNRISE JOBS may update this policy at any time, and any alterations shall be effective immediately upon posting of the modified policy.

## Who collects personal data?

Data will be collected by SUNRISE JOBS Recruitment to provide recruitment services and/or intermediary services. This data may be shared with third parties if consent has been given to do so by the data subject.

## What information does SUNRISE JOBS collect?

SUNRISE JOBS collects data about individuals in several ways depending on their engagement with us. GDPR broadens the definition of personal and sensitive data.

SUNRISE JOBS may collect:

- Personal data: names, addresses and other contact information such as email addresses and telephone numbers
- Sensitive data: such as medical records, employment references

Candidate and client data is collected and used for the sole purpose of providing employment services. Candidate data will only be disclosed to prospective employers with prior approval and consent.

## How does SUNRISE JOBS collect data?

SUNRISE JOBS generally collects data directly from individuals and clients:

- When a CV or application is submitted
- When an individual subscribes to alerts about our services
- When information is submitted by an individual in connection with a job opportunity or workshop, or open day event
- When it is freely given in person, over the telephone, by letter, fax, or email and via the website
- When recruitment services are provided to client companies

SUNRISE JOBS may collect data from third parties for vetting and verification purposes. This data may be obtained in the form of:

- Employment references or letters
- Medical test results
- Healthcare licences
- Visas and immigration documents
- Results of enquiries from former employers or engagers, work colleagues, professional associations or registration bodies
- Performance feedback
- Any information about workplace accidents
- Any information about investigations, litigations, registrations, professional disciplinary matters, criminal matters, inquests or inquiries

## **Why does SUNRISE JOBS collect this data?**

SUNRISE JOBS collects information in order to understand an individual's needs and provide:

- Recruitment and job-seeking services that have been requested
- Information to clients about candidates for specific job opportunities
- Services to clients which have been requested such as references, qualification verifications, and health clearances
- Improve our products and services

SUNRISE JOBS may disclose and use your personal data to:

- Match your details against job vacancies, which we believe may be appropriate for you
- To apply for jobs on your behalf by sending your data to clients
- To allow you to submit your CV, apply for specific jobs or to subscribe to job alerts so that we can notify you when job vacancies arise
- To market our recruitment services to you across all areas of our business
- To inform you about any relevant industry developments, send you details of any events, promotions and competitions, and to communicate any other relevant information;
- To maintain and promote SUNRISE JOBS business relationships
- To answer your enquiries or questions;
- For other purposes for which you have engaged with SUNRISE JOBS

## **Who does SUNRISE JOBS share candidate data with?**

SUNRISE JOBS may share data with:

- Client
- Other consultants or employees of SURISE JOBS
- Verification services/visa services/licencing bodies/government bodies
- Third party companies responsible for SUNRISE JOBS data security and back-up (if required)

## **How does SUNRISE JOBS share data?**

SUNRISE JOBS shares data via:

- Email and other electronic means e.g. portable storage devices
- By post/courier
- In hardcopy form
- Verbally, as appropriate

## **Consent**

In order to collect, store, and use data SUNRISE JOBS requires individuals to agree and consent to its privacy policy. Individuals are to always be have ease of access to this privacy policy. Various levels of consent are required through different stages of the recruitment process.

SUNRISE JOBS will provide individuals with a clear explanation of the consent mechanisms in place, and be clear that their consent is:

- Of a voluntary nature
- Able to be withdrawn easily
- Not taken by silence or inactivity
- Taken only when the subject has been provided with sufficient information to enable them to understand what they are consenting to
- Unambiguous
- Obtained as a lawful basis for processing personal data

Consent for data collection may be obtained by:

- Notification of data collection upon visiting the SUNRISE JOBS website in the form of a cookie and website policy that individuals can choose to agree with
- Registering their details on the SUNRISE JOBS website contact or application form and accepting the terms of this policy
- Written consent such as a candidate signing a 'Permission to Disclose Personal Data' form
- Individuals requesting to receive email alerts via the website
- In-person e.g. if an individual attends a SUNRISE JOBS workshop or open-day
- Electronic means at various stages of the recruitment process e.g. email

SUNRISE JOBS's consent mechanisms are reviewed on a regular basis.

## **Access**

Any subject that SUNRISE JOBS holds information on may request for the erasure, rectification, and restriction of their personal data. Individuals SUNRISE JOBS holds information on are able to make portability requests to have their data transmitted to another controller. Access requests will be responded to within a 30-day timeframe or less. SUNRISE JOBS has grounds to refuse access requests if it can demonstrate that they are manifestly unfounded or excessive. SUNRISE JOBS ensures that these requests are authenticated and secure. For data subject deletion and access requests, where data has been shared with relevant third parties e.g. a licencing authority and/or body, candidates are to be aware that they may be required to contact these parties directly as different policies and requirements are place. SUNRISE JOBS assists candidates with these requests. SUNRISE JOBS privacy policy can be accessed by:

- All SUNRISE JOBS staff email signatures contain links to SUNRISE JOBS privacy policy
- A link to the privacy policy is on the footer of each page of the website
- Individuals can request to be sent a copy of the policy (via post, email, or in hardcopy form)
- SUNRISE JOBS staff have access to the policy on the server, and in hardcopy form in the office

## **Data Accuracy**

SUNRISE JOBS takes reasonable steps to ensure that personal data is accurate, complete, and up to date. SUNRISE JOBS may also contact individuals from time to time to check whether their details have changed. If SUNRISE JOBS is unable to confirm that the personal data it holds about an individual or client is accurate, complete, and up to date, it will be purged from the system. We encourage individuals to stay in touch, and update their details with us on a regular basis in order to receive the best service from us.

## **Cookies and other websites**

Cookies are small amounts of information, which SUNRISE JOBS stores on your computer. They allow us to monitor website traffic, and to personalise the content of the website for you.

Most browsers allow you to turn off cookies. If you want to know how to do this, please look at the help menu on your browser.

Clicking on links and banner advertisements and RSS feeds may result in your transfer to another website, where data privacy practices may be different to that of SUNRISE JOBS. It is your responsibility to familiarise yourself with these privacy policies as SUNRISE JOBS accepts no responsibility for, and has no control over, other websites or any information or data collected by, or for them.

## **Option to Unsubscribe**

You may at any point chose to unsubscribe from receiving marketing material and job opportunities sent by SUNRISE JOBS by:

- Emailing [office@sunrisejobs.net](mailto:office@sunrisejobs.net)
- Replying to an email you have received from us with the words 'No More Information'
- Clicking the unsubscribe button at the bottom of a SUNRISE JOBS email you have received
- Calling into our office on +38162363600

Please note that unsubscribing from marketing and promotional emails does not remove your record from our systems. This is a separate request. If you wish to exercise this, please send us a request in writing and we will respond accordingly.

## **Transfer of data outside of the EU**

The personal data SUNRISE JOBS collects from individuals may be transferred outside the EU if consent has been obtained. Such transfers will occur if they are necessary as part of the recruitment process and/or related services SUNRISE JOBS provides, e.g. where an individual applies for a vacancy or position outside the Europe, or where the transfer is authorised by law.

SUNRISE JOBS and/or the third parties to whom it may disclose personal data to may store personal data on a server overseas.

Please do not hesitate to get in touch. We aim to reply to all communications as soon as possible.

[office@sunrisejobs.net](mailto:office@sunrisejobs.net)