

Privacy policy

www.ersukltd.co.uk ("the Website") is operated by Electrical Resourcing Solutions UK Ltd.

This privacy policy explains how we use the personal information we collect about you when you use the Website.

If you register on the Website, we will process such personal data on the basis that it is necessary to do so in order to perform the recruitment service you have requested with us.

What Information do we collect about you?

We collect personal data about you when you register with the Website. We do so in order to provide you with the recruitment services that are available through the Website.

The personal data that we collect includes your name, email address and telephone number. If you decide to upload a CV, cover letter, personal statement or other similar document or information we will keep that information for as long you want to keep your details with the Website.

What do we do with your personal data?

By registering with the Website, it is understood that you are actively soliciting contact from ERS UK Ltd.

For job seekers, we will use your personal data to provide you with the recruitment services that we provide, to manage your account and to email you about recruitment services which includes job alerts and emails that are relevant to your areas of interest.

Data Sharing and Transfers

Save where it is necessary to do so in order to provide you with the Website's recruitment services or to put you in touch with a third party provider selected by you as set out in this policy, we do not share your personal data with third parties.

Your personal data is stored on our servers which are in the European Economic Area. If we share your personal data with any third-party in the course of providing you with our services, those third parties are required to process your data in accordance with contracts which comply with data protection legislation.

Access to your information and correction

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. Should you wish to delete your account please contact us. Amendments to your account can be made online by signing into your account or by contacting us.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email: enquiries@ersukltd.co.uk

How do you remove your name from the database?

You can contact us to request for your account to be closed at any time, which will be confirmed by ERS (UK) Ltd within 48 hours of your request.

How can you obtain information held about you?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email us at info@ersukltd.co.uk

Registered Office

Electrical Resourcing Solutions UK Ltd

- 616 Limpsfield Road
- Warlingham
- Surrey
- CR6 9DS

Company Number 06961721. Registered in the UK.

What you can do to protect yourself

Account security

Online security risks can be minimised simply by ensuring that your password is always kept secure. We recommend you follow the password security advice below:

- Always use a password which is personal and does not contain your name, email address or the word 'password'
- Ensure your password contains both letters and numbers
- Never give your password out to anyone - we will **never** ask you for your password
- Change your password at least once every three months
- Take a moment to memorise your password so you don't need to write it down
- Try and use a different password for each different website you use

CV security

Uploading your CV to ERS UK Ltd is an important part of the job seeking process, and could help you to be considered for great opportunities. It's important you provide enough information on your CV for our recruiters to contact you

However, in order to ensure your security online, you should never include any of the following in your CV:

- National Insurance number
- Driving license number
- Bank details
- Credit card details
- Passwords
- Date of birth

General advice

It's always important to be mindful of your security and safety online. Here are some top tips to staying safe online to make sure you're not putting yourself at risk.

- **If it looks too good to be true, it probably is.** Be wary of offers for jobs paying a high salary for working from home.
- **Never provide personal details when looking for a job.** There's no need for a recruiter to request your bank details before you've been through the interview process and been offered a role.
- **Never agree to process funds through your personal bank account on behalf of a company.** Any legitimate company will have corporate accounts, so would never ask you to do this.
- **Never provide your personal details over a non-secure connection.** If you're being asked to enter sign in details, look for the "https://" at the beginning of the website address.
- **Don't put personal information on your CV.** Recruiters don't need to see your date of birth or NI number on your CV.
- **Look out for bad spelling and grammar.** Email scams often originate from outside the UK so may not contain perfect English.
- **Never provide your username and password in an email purporting to be from ersukltd.co.uk.** We'll never ask you to provide this information in an email.
- **Be wary of recruiters with no personal contact.** It's very unlikely that a recruiter would offer you a job without a telephone and/or face to face interview.
- **Keep your password secure and up-to-date.** Passwords should be changed at least once every three months and shouldn't contain your name, email address or the word 'password'.
- **If in doubt, report it.** If you're suspicious about any contact you receive related to our services, contact us and we will investigate.

If you think you have been the victim of online fraud, we recommend you report it to Action Fraud, the national fraud and internet crime reporting centre, who will be able to advise you further.

You can contact Action Fraud on 0300 123 2040, or visit their website for advice <http://www.actionfraud.police.uk/>

What we're doing to protect you

We've partnered with several industry leaders to ensure you receive the most secure levels of service possible whilst using the site.

Encryption

To protect your personal information ERS UK Ltd uses industry standards TLS (Transport Layer Security version 1:2) encryption to encrypt and secure your data.

Virus protection

We automatically scan, detect, and quarantines new viruses, ensuring that all documents uploaded to or downloaded from ERS UK Ltd, including your CV, are safe and virus-free.

Data

ERS UK Ltd data is securing stored using Microsoft One-Drive

Your data is secure through OneDrive for Business services and your data is your business. This policy is backed by our agreements and reaffirmed by the adoption by many Microsoft services of the world's first international code of practice for cloud privacy, [ISO/IEC 27018](#). Please check [How we manage your data](#) for more detailed information.

ERS Data Privacy Policy

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Data Sharing and Transfers

Where it is necessary to do so in order to provide you with our recruitment services or to put you in touch with a potential new employer. We will only send your name and location (we **do not** send full address details, email address or contact telephone numbers) If further details are requested by our client, we will contact you to discuss at the time.

Access to your information and correction

We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate. Should you wish to delete your account please contact us. Amendments to your account can be made online by signing into your account or by contacting us.

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