

B-Reach Privacy Policy

Introduction

Welcome to the B-Reach Privacy Policy. This policy aims to help you understand how B-Reach collects, uses, and shares personal data, what your legal rights are, and how to exercise them.

Data Controller

B-Reach is the data controller. You can reach us at:

- Address: 6th floor, Business Centre, The Meydan Grandstand, Meydan Road, Nad Al Sheba, Dubai, United Arab Emirates.

We comply with all applicable data protection laws in the regions where we operate. In this document, B-Reach may be referred to as “we,” “us,” or “our.”

Personal Data We Process

B-Reach collects personal data for various purposes. The types of personal data we may collect include:

- **Customer / Client:** Contact details, names, dates of birth, and next of kin.
- **Sub-Contractor:** Name, email address, address, telephone number, date of birth, qualifications, experience, employment and skills history.
- **Applicant / Temp / Volunteer / Intern:** Name, email address, address, telephone number, date of birth, qualifications, experience, employment and skills history, links to professional profiles, and video interviews.

Reasons for Collecting Personal Data

Legal Obligations

We process personal data to fulfill contractual obligations and to comply with legal requirements, including:

- Providing for our financial commitments.
- Complying with regulatory requirements and self-regulatory schemes.
- Conducting business operations and due diligence.
- Cooperating with authorities to report criminal activity or prevent fraud.
- Investigating insurance claims, harassment or discrimination claims, or other claims.

Legitimate Interests

B-Reach may process personal data for legitimate business interests, including:

- Providing goods and services upon request.
- Informing individuals about goods, services, or offers.
- Sending notifications to individuals who have requested to be kept informed.

Special Category Personal Data

We may process special categories of personal data, such as health information, with explicit consent.

Sources of Personal Data

We collect personal data directly from you through forms, applications, and interactions with B-Reach representatives. We may also collect data from publicly accessible sources like LinkedIn and professional networking platforms.

Sharing Personal Data

We may share your personal data with third parties to achieve the purposes outlined in this policy, ensuring compliance with data protection laws. Third parties may include:

- Other members of the B-Reach group.
- Organizations providing necessary services.
- Regional and local government authorities.

Data Storage

As part of our business practices, we may transfer your personal data to organizations based in countries without an adequacy decision under the General Data Protection Regulation.

Data Retention

We will keep your personal data for as long as necessary to fulfill the purposes for which it was collected, considering regulatory requirements and financial obligations.

Your Rights

You have several rights regarding your personal data:

- **Right of Access:** Confirm whether your data is being processed and obtain details about the processing.
- **Right to Rectification:** Request correction of inaccurate or incomplete data.
- **Right to Erasure:** Request deletion of your personal data, subject to certain conditions.
- **Right to Object:** Object to the processing of your personal data.
- **Right to Complain:** Lodge a complaint with a regulatory body if you believe your rights are not being respected.

Recruitment Agency Operations

As a recruitment agency, B-Reach processes personal data to facilitate the recruitment process, including evaluating qualifications, conducting interviews, and complying with employment-related legal requirements.

Types of Personal Data Collected

For recruitment services, B-Reach may collect the following types of personal data:

- **Personal Information:** Name, contact details (email address, phone number, address), date of birth, and social media profiles.
- **Employment History:** Details of past and current employment, job titles, responsibilities, and reasons for leaving previous jobs.
- **Educational Background:** Academic qualifications, certifications, and skills.
- **References:** Information provided by references, including contact details and feedback.
- **Identification Documents:** Copies of identification documents, such as passports or national IDs.
- **Interview Data:** Notes and recordings from interviews, both in-person and virtual, including video interviews.
- **Background Checks:** Results from background checks, such as criminal record checks or credit checks, where applicable.

Purposes of Data Processing

We process personal data in recruitment services for various purposes, including:

- **Candidate Evaluation:** Assessing candidates' qualifications, skills, and experience to determine their suitability for job openings.
- **Interview Coordination:** Scheduling and conducting interviews, and communicating with candidates throughout the recruitment process.
- **Compliance:** Ensuring compliance with legal and regulatory requirements related to employment and recruitment.
- **Offer Management:** Managing job offers and negotiations with candidates.
- **Onboarding:** Facilitating the onboarding process for new hires, including necessary paperwork and orientation.

Legal Basis for Processing

We process personal data for recruitment services based on the following legal bases:

- **Performance of a Contract:** Processing necessary to take steps at the request of the data subject prior to entering into a contract.
- **Legitimate Interests:** Processing based on our legitimate interests in recruiting qualified candidates for job openings.
- **Consent:** Processing based on the explicit consent of the data subject, where required.

Data Sharing

To facilitate the recruitment process, we may share personal data with:

- **Potential Employers:** Sharing candidate profiles, resumes, and other relevant information with potential employers who have job openings.

- **Third-Party Service Providers:** Engaging third-party service providers to assist with recruitment activities, such as background checks and assessments.
- **Legal and Regulatory Authorities:** Complying with legal and regulatory obligations, including reporting to government authorities.

Data Retention

Personal data collected for recruitment purposes will be retained for as long as necessary to achieve the purposes for which it was collected. Retention periods are determined based on the following criteria:

- **Active Recruitment:** Retaining data while candidates are actively being considered for job openings.
- **Legal Requirements:** Retaining data to comply with legal and regulatory obligations.
- **Consent Withdrawal:** Retaining data until the data subject withdraws their consent, where processing is based on consent.

HR Consultancy Services

Types of Personal Data Collected

For HR consultancy services, we may collect additional types of personal data, such as:

- **Employment Records:** Details of past and present employment.
- **Performance Data:** Performance reviews, assessments, and disciplinary records.
- **Salary Information:** Salary details, bonuses, and other compensation-related data.
- **Employee Benefits:** Information related to health insurance, pension plans, and other benefits.

Purposes of Data Processing

We process personal data in HR consultancy services for purposes including:

- **Recruitment and Hiring:** Evaluating and selecting candidates for job positions.
- **Employee Management:** Managing employment records and employee performance.
- **Compliance:** Ensuring compliance with employment laws and regulations.
- **Employee Development:** Facilitating training and development programs.

Marketing Services

Types of Personal Data Collected

For marketing services, we may collect additional types of personal data, such as:

- **Marketing Preferences:** Preferences for receiving marketing communications.
- **Engagement Data:** Information about how individuals engage with our marketing content.
- **Customer Feedback:** Feedback, reviews, and survey responses.

Purposes of Data Processing

We process personal data in marketing services for purposes including:

- Targeted Advertising: Delivering personalized marketing messages and advertisements.
- Customer Engagement: Engaging with customers and prospects through various marketing channels.
- Campaign Analytics: Analyzing the effectiveness of marketing campaigns and strategies.
- Market Research: Conducting market research to understand customer needs and preferences.

Data Sharing and Consent

In both HR consultancy and marketing services, it's important to address data sharing and consent, including:

- Explicit Consent: Obtaining explicit consent from individuals for specific data processing activities.
- Third-Party Partners: Sharing data with third-party partners for the purpose of delivering HR and marketing services.
- Opt-Out Options: Providing individuals with options to opt out of marketing communications or data processing activities.

Data Security

Additional Security Measures

Implementing and communicating additional security measures specific to HR and marketing data, such as:

- **Access Controls:** Restricting access to personal data to authorized personnel only.
- **Data Encryption:** Encrypting personal data both in transit and at rest.
- **Regular Audits:** Conducting regular audits to ensure data security and compliance with data protection laws.

Contact Information

For any questions or to exercise your rights, please contact:

Rita Yambao

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