

Privacy Policy (UK)

Privacy Statement

Orion is committed to protecting your privacy, and we want to be clear about how your data is collected and how we use it.

Our primary activity is providing work-finding services, and we require your data to provide this service. All of the information you convey to us will only be used for these services or legal and regulatory compliance.

Orion is the data controller for the information that you provide to us unless we advise otherwise. We do not share your data with third party marketing bodies, and your details are held securely by our data processors and us. Your information may be stored in electronic or physical formats.

To adequately pursue international assignments for you, Orion has a worldwide network of offices. Where required, we may transfer to and securely store your data at our regional offices outside the European Economic Area.

Legitimate Interest

There are several lawful reasons for Orion to process (use) your details, including 'legitimate interest'. Legitimate interest enables Orion to process your data for genuine reasons that do not harm your rights. As a business that provides work-finding services, the legitimate business reasons for processing your data should be clear. We have provided examples throughout this Privacy Statement.

Where we believe that securing your consent to process your details is more appropriate than legitimate interest, then we will ask you to take action to provide your permission. This action may be a tick box, manual signature document, e-signature file, or another action form.

1. Work Finding Services / Staff Resourcing

Orion does not request more information from you than is required to provide work-finding services to you or assess your suitability for employment with Orion. There is no obligation to provide any information that we request, but you should note that withholding certain information might affect our ability to assess your application or represent you.

There are several ways in which you may forward your details to us. You may apply through our web site www.orionjobs.com or our dedicated mobile app; you may forward your CV to us through our Quick CV Send tool or directly to one of our recruitment consultants. Orion also advertises vacancies on a range of social media and job boards. We document our company name in our adverts and which of our staff/offices your details are going to.

For work-finding services, your relevant personal data is available to our recruitment teams. For Orion staff opportunities, your details are available to our HR function.

2. Assignment / Employment Data Usage

On receipt of your application details, the applicable recruitment team or the HR function will assess your suitability for the position. For Orion staff jobs, the hiring manager will assist with shortlisting and where appropriate, we will contact you to organise an interview.

For positions where Orion wishes to represent you as an employment business, we will always contact you to discuss the opportunity and provide further details before any submission. A record of our contact, the applicable client, vacancy and candidate submission will be registered on our recruitment database.

We may request additional details from you on successfully securing an assignment through Orion or a staff position with us. We will only ask for information that we will use in your legitimate interest to ensure that you can undertake the assignment or job. This may include:

- Identity proof to validate your right to work in a particular country
- Supporting information to secure a work permit or visa
- Permission to conduct a criminal records check for statutory or immigration purposes Emergency contact details and next of kin
- Data to organise a pre-employment, mobilisation or another form of medical assessment, including the provision of inoculations
- Training, qualification or professional affiliation certification
- Data to enable the provision of medical, life insurance, pension or other welfare provisions
- Banking and social security details

For specific assignments or jobs, we may ask you for personal data relating to your family. For example, if we were to hire you for an expatriate role with accompanied status.

Your hiring data will be securely retained on our recruitment, payroll and finance systems to enable related transactions such as timesheet processing and payment to you to be conducted. Along with our recruitment teams and HR function, relevant data will become available to our payroll and finance teams for routine internal and statutory data processing activities.

We retain work finding service-related records for five years. Should we have no contact with you during that period, your record will be deleted from our recruitment database.

3. Third Party Data Processors

In hiring you, we may engage with a third party to process your data under our instruction. These contracted organisations will not distribute your details further unless requested or required for statutory or compliance reasons. Data will be held securely, and these organisations may include amongst others:

- Statutory bodies such as tax authorities, borders agencies or financial auditors
- Governmental, immigration, judiciary and other formal public bodies
- Compliance organisations for offshore mobilisation registration or security clearance
- Referees for the purpose of securing references
- Educational establishments or professional bodies for qualification confirmation
- Medical, life insurance, pension or other welfare organisations
- Payroll bureaus or finance companies for tax computation or compliance purposes

You will be required to complete forms for most of these bodies. These forms and associated documentation will make it clear to whom your data is going. We will ensure that you are notified of each instance and that you can withdraw your consent at any time.

Orion engages Feefo as a third party data processor to collect feedback about the service we provide to you. Feefo will not contact you for any other reason.

4. The Orion Web Site

We may collect and process the following data about you:

- If you contact us, we may keep a record of that correspondence

- We may also ask you to complete voluntary surveys that we use for research
- Details of transactions you carry out through our site
- Details of your visits to our site and the resources that you access

All information you provide to us is stored on secure servers. Where you have chosen a password, which enables you to access certain parts of our site, you are responsible for keeping that password confidential. This is your password, and we ask you not to share it with anyone.

The orioneng.com/orionjobs.com site has security measures in place to protect the loss, misuse and alteration of the information under our control.

A cookie is a piece of information stored on your computers' hard drive by your web browser. When you revisit our website, our computer server will recognise the cookie and provide us with information about your last visit. Most browsers accept Cookies automatically, but you can usually alter your browser's settings to prevent this.

5. Your Rights

You have a responsibility to ensure that the data that you provide to us is correct. If it is incorrect, please let us know. Please see the contact email address below if you would like to review the information we have collected from you.

You have the right to have the information we retain on you erased if it is your wish, and we do not have a legitimate reason for retaining it. We will complete erasure requests within one calendar month of request receipt.

You retain other rights in relation to expressing or withdrawing consent, the right to be informed and data portability along with data rectification, automated decisions/profiling and objections. More details on these rights can be found at the Information Commissioner's Office web site ico.org.uk or equivalent European Economic Area government bodies.

This form can be used to request all the data that Orion hold on you. Link to Subject Access Request form: <https://www.orionjobs.com/subject-access-request-form/>

This form can be used to object to processing of your data that you have under Legitimate Interests. Link to Right to Object form: <https://www.orionjobs.com/right-to-be-forgotten/>

If you have any questions about this privacy statement or your dealings with this website, contact: marketing@orioneng.com