

# **XMS User Guide**

## **Level 3 Approver**





If you have any further issues or  
questions, please contact the  
XMS Helpline on  
0208 274 4500

**Managed Agency Privacy Notice**

and temporary vacancies respectively.

nd a recruitment business, introducing job seekers to hirers for permanent ), which requires REED to process the personal data of candidates who are clients by other recruitment businesses.

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information to be collected as part of the recruitment process. Clients and support suppliers must satisfy themselves that they are entitled to request and supply this information before they do so.

**What information do we collect about support supplier candidates?**

Support suppliers provide REED and its clients with personal data about the candidates they supply to REED clients as part of the recruitment process. That personal data includes name, contact details, work history, employment preferences, references and the usual information contained on a CV. Support suppliers may also provide REED with information relating to health or criminal records if the client deems that data relevant to the role they are seeking to fill and the support supplier is able to share that information.

**What does REED do with the personal data?**

As the personal data does not relate to candidates who are registered directly with REED, their personal data is only processed clients and for ensuring that clients and support suppliers are charged and/or paid as appropriate.

-procurement systems. These systems are referred to as vendor management systems.

Personal data that is uploaded to REED vendor management systems or to any other similar system can be viewed by REED, by the support suppliers who upload it and by the relevant REED clients. Clients and support suppliers will both be data controllers for the purposes of the personal data that they access via REED vendor management systems (or any alternative system or process) and will need to review their processing arrangements with that in mind. Any questions about how support supplier agencies or clients use the personal data in their possession should be addressed to them directly. Similarly, if clients require REED to use an e- tions about how the systems in question hold that personal data will need to be addressed with directly with the relevant client.

**Marketing**

REED does not market its services to candidates who are registered with support suppliers unless those candidates are also registered with REED, in which case a different privacy notice applies.

**Data Sharing and Transfers**

REED does not share the personal data of candidates engaged by support suppliers with anyone apart from their supplying agency and the client with whom they are on assignment. Any personal data that is held by REED (for instance on REMAS, X3 and XMS) is stored securely on servers in the European Economic Area.

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