

References to an Employer in this collection statement include references to a recruitment agent where a recruiter has requested the reference on behalf of an Employer.

Candidate

Xref takes its responsibilities under data protection legislation seriously. We use your contact details and other information you provide in accordance with our Privacy Policy which set out your rights and details of how we use that information. We may, if requested by your Employer, use your personal information in our AI features. Most uses are on behalf of your potential Employer, such as to authenticate your identity and coordinate your references. Such uses will be under the potential Employer's control and its privacy notice will govern its and our use of your information on its behalf.

The information we collect

We will collect personal information about you, including your work experience, qualifications, aptitude test results, opinions about your work performance (e.g. references) and other information obtained by Xref on behalf of Employers which use the Xref service. We may also collect the following types of sensitive information: information to assess your work authorisation or visa requirements (if any), criminal record (or proceedings), health or disability information. You do not have to provide all of this information, but if you do not do so we may not be able to provide our services to you. We will collect personal and sensitive information from you directly when you provide information to us relating to your references but will also collect personal information about you from your potential employer and referees.

Purpose

Xref collects your personal and sensitive information for the purposes detailed in our Privacy Policy.

When your personal and sensitive information is to be used for a purpose not previously identified, then unless otherwise permitted by applicable law the new purpose will be disclosed to you and your consent sought prior to such use.

How your information will be used

Your personal and sensitive information may be disclosed to:

- potential employers who are clients of Xref and have requested us to seek reference(s) in relation to your potential employment by them
- your referees
- Xref group companies to enable our services, and where applicable, identity verification services, to be delivered
- Xref service providers to enable our services to be delivered
- any third party which is lawfully permitted to see the information (for example law enforcement agencies, immigration authorities, tax authorities etc)
- If Xref is involved in a merger, acquisition or sale of all or a part of its assets we will pass your details to the new owner of our business

We will retain your personal and sensitive information as directed by the Employer, or where we are a data controller when we no longer require it for any purpose for which it was collected. Xref will comply with its obligations to destroy, erase, or de-identify your personal information as required by applicable law.

Where you agree to the data collection statement your personal information may be used and stored in Xref's database which enables the Employer to contact you about future employment opportunities and export that information for their internal business purposes.

Xref protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

Your personal information may be accessed by your potential Employers, your Referees and/or our service providers (as the case may be), and/or stored at, a destination outside the country in which you are located, whose data protection laws may be of a lower standard than those in your country. We will, in all circumstances, safeguard personal information as set out in our Privacy Policy

We may contact you from time to time in connection with our reference service.

Your referees

We will assume that you have clear consent from your chosen referees to supply their names and contact details (including email address) to us so that we can contact them on your behalf to obtain a reference about you. If you do not have that consent, do not include their details in the registration pages which follow.

Your rights

Xref holds your personal information as a data processor of the Employer. This means that if you wish to exercise your data subject rights you must address the request to the Employer and Xref will assist the Employer to respond as directed by your Employer.

If you are not satisfied with our use of your personal information or our response to any exercise of these rights, you have the right to complain to your local data protection regulator.

Opt-in via Emails and SMS for Candidates and Referees

At Xref, we are committed to transparent and clear communication with our candidates and referees. Before engaging with our platform, all candidates and referees are presented with a Collection Statement. This statement outlines our data collection practices and includes a specific point regarding agreement to receive communications via email and SMS.

By proceeding with the candidate referencing process on our platform, you explicitly acknowledge and agree to the terms set forth in our Collection Statement, which includes your consent to receive email and SMS communications from Xref. These communications may include, but are not limited to, updates on your referencing process, requests for information, important notifications, and other relevant service-related messages.

You understand that your agreement to these communications is a prerequisite for utilizing our platform for candidate referencing. You may manage your communication preferences or withdraw your consent at any time by contacting us directly or by following the unsubscribe instructions provided in our email and SMS communications. Please note that withdrawing consent may affect your ability to fully utilise certain features of our platform.

Opting Out of Xref Text Messages: "If you no longer want to receive Xref text messages, you may text STOP at any time. After doing so, we will send you confirmation of your opt-out via text message."

Consent notice

You consent to the collection, use and storage of your personal and sensitive information and use of your personal information in our AI features and you have read and understood this Collection Statement and Xref's Privacy Policy and voluntarily consent to personal and sensitive information about you being collected, used and disclosed as indicated by Xref's Privacy Policy.