

## Introduction:

Pearson Group Recruitment Limited ("we," "us," "our") is committed to protecting the privacy of our candidates, clients, and other website users. This Privacy Policy explains how we collect, use, disclose, and protect your personal data in accordance with the General Data Protection Regulation (GDPR).

### 1. Data Controller

Pearson Group Recruitment Limited is the data controller responsible for processing personal data in compliance with GDPR.

### 2. How We Collect Personal Data

We may collect personal data from you in various ways, including but not limited to:

- Direct interactions: You may provide personal data by filling in forms, corresponding with us via phone, email, or otherwise.
- Automated technologies: When you visit our website, we may collect data via cookies or other automated technologies.

### 3. Types of Personal Data We Collect

We may collect, use, store, and transfer the following types of personal data:

- Identity Data: Name, date of birth, gender.
- Contact Data: Address, email address, phone numbers.
- Professional Data: Employment history, education, skills, qualifications, and references.
- Financial Data: Banking details for payroll purposes when applicable.
- Usage Data: Information about how you use our website.
- Marketing and Communications Data: Your communication preferences.

### 4. How We Use Your Personal Data

We use personal data to:

- Provide recruitment services to candidates and clients.
- Communicate with you regarding job opportunities.
- Process your registration and employment requests.
- Manage job applications and facilitate employment contracts.
- Improve our services and website.
- Send relevant promotional materials (you can opt-out at any time).

### 5. Legal Basis for Processing

We process personal data based on the following lawful bases:

- Consent: When you have given clear consent for us to process your personal data for a specific purpose.
- Performance of a contract: Processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.
- Compliance with a legal obligation: Processing necessary for compliance with a legal obligation.
- Legitimate interests: When it is necessary for the purposes of legitimate interests pursued by us as a business.

## 6. Sharing Your Personal Data

We may share personal data with:

- Prospective employers and clients for recruitment purposes.
- Third-party service providers who support our business operations.
- Legal or regulatory authorities, if required by applicable laws.

## 7. International Transfers

We do not typically transfer your personal data outside the European Economic Area (EEA). If such transfers are necessary, we ensure that appropriate safeguards are in place.

## 8. Data Security

We implement security measures to protect your data from unauthorised access, disclosure, alteration, or destruction.

## 9. Data Retention

We retain personal data only as long as necessary to fulfil the purposes it was collected for, including for legal, accounting, or reporting requirements.

## 10. Your Legal Rights

You have the following rights under data protection laws:

- Access: Request access to personal data we hold about you.
- Rectification: Request correction of incomplete or inaccurate personal data we hold about you.
- Erasure: Request deletion of your personal data.
- Restriction: Request restriction of processing your personal data.
- Objection: Object to the processing of your personal data.
- Portability: Request transfer of your personal data to another party.

## 11. Cookies

Our website uses cookies to distinguish you from other users. This helps us provide you with a good experience when you browse our website.

## 12. Changes to This Privacy Policy

We may update this policy from time to time. All changes will be posted on our website, and where appropriate, notified to you via email.

## 13. Contact Us

For further information or if you have any questions, please contact us at:

Pearson Group Recruitment Limited

Emersons Green Village Hall

Emersons Way, Emersons Green

Bristol

BS16 7AP

Email: [Jobs@prgl.co.uk](mailto:Jobs@prgl.co.uk)

Phone: 0117