



## Data Protection and Privacy Policy

### 1. Introduction

InSync Talent Selection ("we," "us," or "our") is committed to protecting and respecting your privacy. This Data Protection and Privacy Policy explains how we collect, use, store, and protect your personal information when you engage with our recruitment services.

### 2. Scope

This policy applies to all personal data collected and processed by InSync Talent Selection while providing recruitment services to candidates and clients.

### 3. Definitions

- Personal Data: Any information that relates to an identified or identifiable individual, such as names, contact details, and CVs.
- Processing: Any operation or set of operations performed on personal data, including collection, storage, use, and sharing.

### 4. How We Collect Personal Data

We may collect personal data from various sources, including:

- Directly from candidates when they submit their applications, CVs, or any other information.
- Through our interactions with clients or potential clients.
- From publicly available sources, such as professional networking sites.

### 5. Purpose of Processing Personal Data

We process personal data for the following purposes:

- To provide recruitment services, including matching candidates with job opportunities and facilitating communication between candidates and clients.
- To communicate with candidates regarding their applications and recruitment updates.
- To conduct reference checks and verify qualifications.
- To comply with legal obligations and regulatory requirements.
- To improve our services and recruitment processes.

### 6. Legal Basis for Processing Personal Data

We rely on the following legal bases to process personal data:

- Consent: When you provide us with your personal data, you consent to our processing of that data for the purposes outlined in this policy.
- Contractual Necessity: We process your personal data to fulfil our contractual obligations in providing recruitment services.
- Legal Obligation: We may process your personal data to comply with applicable laws and regulations.
- Legitimate Interests: We process your personal data based on our legitimate interests in providing recruitment services, provided that your rights do not override those interests.

### 7. Sharing Personal Data

We may share your personal data with:

- Clients: To facilitate recruitment processes and present candidates for job vacancies.
- Service Providers: Third-party vendors who assist us in providing recruitment services, such as background check providers and IT support.
- Regulatory Authorities: To comply with legal obligations or respond to lawful requests from public authorities.



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### 8. Data Security

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, loss, or disclosure. However, please understand that no method of transmission over the internet or electronic storage is completely secure.

### 9. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

### 10. Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

- Right to Access: You can request access to the personal data we hold about you.
- Right to Rectification: You can request correction of inaccurate personal data.
- Right to Erasure: You can request the deletion of your personal data, subject to certain conditions.
- Right to Restrict Processing: You can request that we restrict the processing of your personal data in certain circumstances.
- Right to Data Portability: You can request the transfer of your personal data to another organisation or directly to you under certain conditions.
- Right to Object: You can object to the processing of your personal data in certain situations.

To exercise any of these rights, please contact us using the details provided below.

### 11. Changes to This Policy

We may update this Data Protection and Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this policy periodically for any updates.

### 12. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us:

#### InSync Talent Selection

Email Address: [info@insynctalentselection.com](mailto:info@insynctalentselection.com)