

Privacy Policy for Whitaker Smith Recruitment

Effective Date: August 2025

Whitaker Smith Recruitment (“we,” “us,” or “our”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are Whitaker Smith Recruitment is a recruitment agency registered in the UK. We collect and process personal data to connect candidates with employment opportunities and support our clients in fulfilling their recruitment needs.

2. Personal Data We Collect We may collect the following categories of personal data: - Contact information (name, email, phone number, address) - CV/resume details (employment history, education, skills, references) - Identification and right to work documentation (passport, visa, etc.) - Salary expectations and job preferences - Notes from interviews and communications

3. How We Use Your Personal Data We use your data for: - Recruitment and placement services - Matching candidates to job opportunities - Communicating with you during the recruitment process - Conducting background or reference checks (with your consent) - Complying with legal obligations

4. Legal Basis for Processing We rely on the following legal bases: - Legitimate interests (e.g., matching candidates to roles) - Consent (where required) - Contractual necessity (e.g., employment contracts) - Legal compliance (e.g., right-to-work checks)

5. Data Sharing We may share your data with: - Potential employers/clients - Third-party service providers (e.g., payroll, IT support, ATS platforms) - Legal and regulatory authorities (when required)

We ensure that appropriate data processing agreements and safeguards are in place.

6. Data Retention We retain candidate data for up to 12 months from last contact unless you request deletion or consent to extended storage. Client and business data may be retained longer for legal and operational reasons.

7. Your Rights Under GDPR You have the right to: - Access your personal data - Correct inaccurate data - Request deletion of your data - Object to processing - Withdraw consent at any time - Request data portability

To exercise these rights, please contact us at: [Insert Contact Email Address]

8. Data Security We use technical and organizational measures to protect your data, including encryption, secure storage, and access control. Only authorized staff can access candidate and client information.

9. International Transfers If we transfer data outside the UK/EEA, we ensure adequate safeguards such as Standard Contractual Clauses or data adequacy decisions.

10. Updates to This Policy We may update this policy periodically. The latest version will always be available on our website.

Contact Us If you have questions or concerns about this policy or how your data is handled, please contact: Whitaker Smith Recruitment [Insert Business Address] Email: [Insert Contact Email] Phone: [Insert Phone Number]