

Privacy Policy

Last updated: 1 July 2025

Renford Recruitment Ltd is committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and share your personal data, in accordance with the UK General Data Protection Regulation (UK GDPR).

1. Who We Are


Renford Recruitment Ltd is a UK-based recruitment agency. We help individuals find job opportunities and assist organisations in sourcing candidates.

If you have questions about this policy or how we process your data, please contact:



Simon Wright

 info@renfordrecruitment.co.uk

 07443 845 464

2. What Personal Data We Collect

We may collect and process the following types of personal data:

- Contact information (name, phone number, email address)
- CVs and employment history
- Education and qualifications
- Job preferences and career goals
- Interview feedback and client notes
- ID documents (where applicable)
- Any other information you choose to provide

3. How We Collect Personal Data

We may collect data when:

- You apply for a job or submit your CV
- You register through our website or job board
- You speak with our consultants via phone, email, or in person

- Clients provide candidate referrals or feedback
- You use our website or contact forms

4. Lawful Bases for Processing

We process your data under the following lawful bases:

- **Consent** – When you provide permission for us to process or retain your data
- **Contract** – Where processing is necessary to provide recruitment services to you
- **Legal obligation** – To comply with laws (e.g. HMRC or right-to-work checks)
- **Legitimate interests** – To match candidates with suitable jobs and support client hiring

5. How We Use Your Personal Data

We may use your data to:

- Connect you with relevant job opportunities
- Send job alerts, updates, and application guidance
- Contact you about your applications or interviews
- Share your CV or profile with potential employers (with your knowledge)
- Communicate with clients regarding recruitment needs
- Maintain records for compliance, audits, or legal obligations

6. Marketing Communications

We may send you relevant recruitment updates, newsletters, or job alerts. You can unsubscribe at any time by clicking the link in our emails or contacting us directly. We will never sell your data for marketing purposes.

7. Cookies

What Are Cookies?

Cookies are small text files stored on your device when you visit a website. They help websites function properly, remember user preferences, and gather insights into how visitors interact with online content.

How We Use Cookies

Our website uses cookies to support core functionality, improve user experience, and better understand how people use our job board and website. This includes:

- **Essential cookies** – Required for the site and job board to work properly
- **Analytics cookies** – Track user activity (e.g. job views, clicks, form submissions)
- **Functionality cookies** – Support features like CV uploads or preference saving
- **(If applicable)** Advertising or social media cookies – May be introduced in future to support features like personalised job recommendations or sharing tools

Any non-essential cookies will only be activated after you've provided consent through our cookie banner.

Cookie Consent and Preferences

When you first visit our site, you'll see a cookie banner allowing you to:

- Accept or reject non-essential cookies
- Customise cookie preferences
- Read this policy for more details

You can change your preferences at any time using the cookie settings on our website.

Managing Cookies

To control cookies manually, adjust your browser settings. You can block, allow, or delete cookies by site.

More info: www.allaboutcookies.org

8. Data Security

We take data security seriously. Measures include:

Technical safeguards:

- Encrypted servers and secure third-party platforms
- Two-factor authentication and access controls

- Regular device updates and secure networks

Organisational safeguards:

- Staff training on confidentiality and data protection
- Limited access to personal data on a need-to-know basis
- Physical records (if any) stored securely

In the event of a data breach, we will act promptly to contain the risk and notify affected parties as required by law.

9. Data Sharing

We only share data where necessary for recruitment purposes, legal compliance, or service delivery:

- **Clients** (for job applications and placements)
- **Payroll/umbrella providers** (for temp roles)
- **CRM, software, and cloud service providers**
- **Legal or regulatory authorities**
- **Professional advisers** (e.g. accountants or insurers)

We do not sell or rent personal data.

10. International Data Transfers

We aim to store and process data within the UK. If data is transferred internationally (e.g. through cloud-based platforms), we ensure appropriate safeguards, including:

- UK adequacy decisions
- Standard Contractual Clauses (SCCs)
- Contracts with secure, compliant providers

Our registered office address is available on the Companies House website. Please contact us if you'd like more information about how we manage international data transfers.

11. Data Retention

We retain data only as long as necessary:

- **Candidate data** – Up to 24 months after last contact
- **Client data** – Up to 6 years
- **Placement records** – Up to 6 years
- **General enquiries** – Up to 12 months

Data is securely deleted or anonymised once retention periods expire.


12. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request erasure of your data
- Restrict processing
- Request data portability
- Object to certain processing (e.g. for marketing)
- Not be subject to automated decision-making

To exercise your rights, contact:

 info@renfordrecruitment.co.uk

 07443 845 464

We aim to respond within one month.

13. Complaints

If you're unhappy with how we handle your data, please contact us—we'll do our best to resolve your concern.

You may also lodge a complaint with:

Information Commissioner's Office (ICO)

www.ico.org.uk |  0303 123 1113

14. Contact Us

If you have any questions, requests, or feedback about this policy or your personal data, contact:



Simon Wright



info@renfordrecruitment.co.uk



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www.renfordrecruitment.co.uk

Renford Recruitment Ltd is a UK-registered company. Our registered office address is available on the Companies House public register. Email or phone are the best ways to get in touch.