**Privacy and Cookie Policy for Ashendon Recruitment Ltd trading as ARL Recruitment**

**Last Updated: 23/11/2023**

Ashendon Recruitment Ltd trading as “ARL Recruitment” ("we," "us," or "our") is committed to protecting your privacy and providing transparency regarding the use of cookies on our website. This Privacy and Cookie Policy outlines the types of personal information we collect, how we use and protect it, and your choices regarding your information.

**1. Information We Collect**

**Personal Information:**

We may collect the following types of personal information:

* Name
* Contact details (email address, phone number, address)
* Employment and educational history
* CV or resume
* Other information relevant to job applications

**Non-Personal Information:**

We may also collect non-personal information through the use of cookies and similar technologies (see Section 2 below).

**2. Cookies and Similar Technologies**

**What are Cookies?**

Cookies are small text files that are stored on your device when you visit a website. They help us enhance your experience and analyse website traffic.

**Types of Cookies We Use:**

*Essential Cookies:* Necessary for the website to function properly.

Analytical/Performance Cookies: Allow us to recognize and count the number of visitors and see how visitors move around the website.

*Functionality Cookies:* Enhance your experience by remembering choices you make (e.g., language preferences).

*Targeting Cookies:* Record your visit to the website, pages you have visited, and links you have followed. We may use this information to make our website and advertising more relevant to your interests.

**Managing Cookies:**

You can control and/or delete cookies as you wish. For more information, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

**3. How We Use Your Information**

We use your personal information for the following purposes:

* To provide recruitment services
* To assess your suitability for job opportunities
* To communicate with you regarding job applications
* To improve our website and services

**4. Sharing Your Information**

We may share your information with:

* Prospective employers
* Third-party service providers assisting us with recruitment processes
* To obtain references from previous employers
* Legal or regulatory authorities when required

**5. Your Rights**

You have the right to:

* Access the personal information we hold about you
* Correct inaccuracies in your personal information
* Object to the processing of your personal information

**6. Security**

We are committed to ensuring that your information is secure. We have implemented suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.

**7. Changes to This Policy**

We may update this Privacy and Cookie Policy from time to time. Please check this page periodically for any changes.

**Contact Us**

If you have any questions or concerns about this Privacy and Cookie Policy, please contact us at: admin@arlrecruitment.com