

Ashendon Recruitment Limited Data Protection and Privacy Policy

Introduction

At Ashendon Recruitment Ltd, we are deeply committed to safeguarding data protection and privacy. This policy outlines our principles and practices for the collection, use, storage, and protection of personal data in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) in the United Kingdom.

1. Scope

This policy applies comprehensively to all personal data collected, processed, or stored by Ashendon Recruitment Ltd, whether through electronic, paper, or any other means.

2. Data Collection, Use and Processing

We gather personal data solely for legitimate and defined purposes related to our recruitment services. This may encompass data such as names, contact information, employment history, right to work and other pertinent details.

- 2.1.** Data Collection: We will acquire data fairly, lawfully, and with the full knowledge and consent of the individual. Consent will be explicitly sought from individuals before processing their personal data, following a transparent and clear request. Candidates and clients retain the right to withdraw their consent at any time.
- 2.2.** Data Processing: Personal data will be processed in a manner that ensures its security, safeguarding against unauthorised or unlawful processing and protecting against accidental loss, destruction, or damage.

3. Legal Basis for Processing

We will exclusively process personal data when there is a lawful basis, such as the consent of the data subject, a contractual obligation, a legal requirement, or a legitimate interest.

4. Data Subject Rights

We fully respect the rights of data subjects as stipulated in GDPR, including the right to access, rectify, erase, restrict, and port their personal data. Data subjects also have the right to object to the processing of their data.

5. Data Security

Ashendon Recruitment Ltd will employ suitable technical and organisational measures to protect personal data against unauthorised or unlawful processing, as well as accidental loss, destruction, or damage.

All employees and third parties with access to personal data will be obligated to adhere to stringent data protection procedures.

6. Data Retention

We will only collect and process personal data necessary for the recruitment process. No excessive or irrelevant information will be collected. Personal data will be maintained as accurate and up to date. Data will not be retained longer than required for the intended purpose, and secure deletion procedures will be implemented when data is no longer necessary.

7. Data Breach Notification

In the event of a data breach, Ashendon Recruitment Limited will promptly notify the Information Commissioner's Office (ICO) and affected data subjects in accordance with GDPR requirements.

8. Data Protection Officer

For any questions or concerns regarding data protection, our Data Protection Officer (DPO) can be reached at admin@arlrecruitment.com.

9. Training and Awareness

We are committed to providing continuous data protection training and awareness programs for our employees, ensuring they comprehend their responsibilities and the importance of data protection.

10. Review and Update

This policy will undergo regular reviews and updates to maintain compliance with data protection laws and reflect changes in our data processing activities.

Contact Information

For questions, concerns, or the exercise of data subject rights, please contact us at admin@arlrecruitment.com.

Conclusion

Ashendon Recruitment Limited upholds the highest standards of data privacy and protection. This policy serves as a steadfast commitment to safeguard the personal data of our candidates, clients, and employees while ensuring strict adherence to GDPR and other pertinent data protection regulations. Personal data will be used exclusively for the purpose it was collected, such as assessing and matching candidates with job opportunities or payments due for work undertaken.

Signed acceptance of this policy:

DATE	NAME	SIGNATURE