

## Privacy Policy for UK Staffing Group

Effective date: 19.07.23

At UK Staffing Group, we are committed to protecting the privacy and confidentiality of our clients, candidates, and website visitors. This Privacy Policy outlines how we collect, use, disclose, and safeguard personal information provided to us during the recruitment process or when using our website and services. By using our services or providing your information, you consent to the practices described in this policy.

### 1. Information we collect:

1.1. Personal Information from Candidates: As a recruitment company, we collect personal information from candidates seeking employment opportunities. This information may include your name, contact details, resume, cover letter, employment history, education, skills, and other relevant details.

1.2. Client Information: For our clients seeking suitable candidates, we may collect information about your company, contact details, and specific recruitment requirements.

1.3. Usage Data: We automatically collect certain information when you visit our website, such as IP address, device information, browser type, pages visited, and access times. This data helps us understand how visitors interact with our website and improve user experience.

1.4. Cookies and Similar Technologies: We use cookies and similar tracking technologies to enhance your experience and collect usage information. Cookies are small data files stored on your device, and you can manage their preferences through your browser settings.

### 2. How we use your information:

2.1. Recruitment Services: We use candidate information to match you with potential employment opportunities and provide recruitment services.

2.2. Client Services: For our clients, we use information to source and present suitable candidates for your recruitment needs.

2.3. Communication: We may use contact information to communicate with you about job opportunities, recruitment updates, and other related information.

2.4. Analytics: We analyze usage patterns and data to improve our recruitment processes and website.

2.5. Legal Compliance: We may use and disclose your information to comply with applicable laws, regulations, or legal processes.

### 3. How we share your information:

3.1. Candidate Information: We may share candidate information with potential employers who have suitable job openings. However, we will seek your consent before forwarding your details to any potential employer.

3.2. Client Information: We may share client information with candidates seeking employment opportunities with your company.

3.3. Third-party Service Providers: We may engage trusted third-party service providers to assist us in providing recruitment services. These providers are obligated to protect your information and may not use it for any other purpose.

3.4. Business Transfers: In the event of a merger, acquisition, or sale of our company assets, your information may be transferred as part of the transaction. We will notify you of any such change in ownership or control of your personal information.

3.5. Legal Requirements: We may disclose your information if required by law, subpoena, or other legal processes.

### 4. Data Security:

We take data security seriously and implement appropriate technical and organizational measures to protect personal information from unauthorized access, disclosure, alteration, or destruction.

### 5. Your Choices:

5.1. Access and Update: Candidates can access and update their personal information by logging into their accounts or contacting us directly.

5.2. Opt-out: You can opt-out of receiving recruitment-related communications from us by contacting us or using the unsubscribe link provided in our emails.

## 6. Children's Privacy:

Our recruitment services are not intended for children under the age of 16. We do not knowingly collect or store personal information from individuals under 16 without parental consent. If you believe we have unintentionally collected information from someone under 16, please contact us, and we will promptly delete the data.

## 7. Changes to the Privacy Policy:

We may update this Privacy Policy from time to time. The updated version will be posted on our website with the effective date. We encourage you to review the policy periodically for any changes.

## 8. Contact Us:

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at [info@ukstaffinggroup.com](mailto:info@ukstaffinggroup.com) 0161 532 8252

By using our services, you consent to the terms of this Privacy Policy.