

# Privacy Policy

## Consulate Recruitment Ltd.

### 1. INTRODUCTION

Consulate Recruitment Ltd. ("we", "us", "our") is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, use, and look after your personal information in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR).

This notice applies to all individuals who interact with us, including candidates, clients, and website visitors. Please read this notice carefully to understand how we handle your personal data.

### 2. WHO WE ARE

We are **Consulate Recruitment Ltd.**, a company registered in England and Wales.

- **Company Number:** 16096801
- **Registered Office:** 71-75 Shelton Street, Covent Garden, London, United Kingdom, WC2H 9JQ

We are the data controller responsible for your personal data. We provide temporary and permanent recruitment services, primarily for the **health and social care, cleaning, and facility management sectors**.

If you have any questions about this privacy notice or wish to exercise your legal rights, please contact our Data Protection Manager at [admin@consulaterecruitment.co.uk](mailto:admin@consulaterecruitment.co.uk).

### 3. THE DATA WE COLLECT ABOUT YOU

Personal data means any information about an individual from which that person can be identified. We may collect, use, store, and transfer different kinds of personal data about you, which we have grouped as follows:

- **Identity Data:** Includes your full name, marital status, title, date of birth, gender, National Insurance number, and proof of identity (e.g., passport, driving licence, right to work documents).
- **Contact Data:** Includes your address, email address, telephone numbers, and next of kin details.

- **Financial Data:** Includes bank account details, salary information, pension details, and tax-related information (e.g., P45/P60).
- **Employment Data:** Includes your work history, qualifications, skills, experience, references, CV/resume, and any other information relevant to the recruitment process.
- **Special Category Data:** Where necessary for a role, we may process information about your health or any criminal convictions. We will only do so in compliance with legal obligations and with your explicit consent where required.
- **Technical Data:** Includes information collected when you visit our website, such as your IP address, browser type, and browsing patterns (see our Cookie Policy for more details).

#### 4. HOW WE COLLECT AND USE YOUR DATA

We collect your data through various methods:

- **Directly from you:** When you register with us, submit your CV, complete an application form, or communicate with us via email, phone, or in person.
- **From third parties:** We may receive your data from job boards, CV databases, client or candidate referrals, or publicly available sources like social media.
- **Automated technologies:** We use cookies and similar technologies to collect technical data when you interact with our website.

We use your personal information for the following purposes, based on our legitimate interests, the performance of a contract, or legal obligations:

- **Work-Finding Services:** To provide you with temporary or permanent recruitment services, assess your suitability for roles, submit your details to clients, and manage our relationship with you.
- **Payroll Services:** To process payments for work you have completed, which may involve sharing your data with our trusted third-party payroll providers.
- **Legal and Regulatory Obligations:** To comply with our legal requirements, such as verifying your right to work in the UK, and for tax (HMRC) and pension purposes.

- **Service Improvement:** For internal training, quality assurance, and to improve the services we offer.

## 5. DATA SHARING AND DISCLOSURE

We only share your information for our internal business purposes and to facilitate the recruitment process. We may disclose your information to the following parties:

- **Clients:** We share your data with prospective employers to introduce you for job opportunities.
- **Service Providers:** We use trusted third parties to provide back-office support, payroll, accounting, and IT services. These providers are contractually bound to protect your data.
- **Legal Authorities:** We may disclose your information to the Police, HMRC, regulators, or other government bodies where we are legally required to do so.

We do not sell your personal data to third parties.

## 6. DATA SECURITY AND INTERNATIONAL TRANSFERS

We have implemented appropriate technical and organisational measures to protect your personal information from being accidentally lost, used, or accessed in an unauthorised way. Access to your data is limited to employees and third parties who have a business need to know.

Your data may be transferred and stored outside the UK and European Economic Area (EEA). When we do so, we ensure that appropriate safeguards, such as Standard Contractual Clauses, are in place to provide a similar level of protection as required by UK law.

## 7. DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## 8. YOUR LEGAL RIGHTS

Under data protection law, you have rights including:

- **Right of Access:** To request a copy of the personal information we hold about you. • **Right to Rectification:** To request the correction of inaccurate or incomplete data.

- **Right to Erasure:** To request that we delete your personal information.
- **Right to Restrict Processing:** To request that we suspend the processing of your data.
- **Right to Data Portability:** To request the transfer of your data to another party.
- **Right to Object:** To object to our processing of your data (e.g., for direct marketing).
- **Right to Withdraw Consent:** To withdraw your consent at any time where we rely on it to process your data.

To exercise any of these rights, please contact us at [admin@consulaterecruitment.co.uk](mailto:admin@consulaterecruitment.co.uk).

## **9. COMPLAINTS**

We would appreciate the chance to deal with your concerns in the first instance. However, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

## **10. CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. We will notify you of any material changes by email or by posting a notice on our website.

## **11. THIRD-PARTY LINKS**

Our website may contain links to third-party websites that are not operated by us. We are not responsible for the privacy practices of these external sites. We encourage you to review the privacy policies of any third-party websites you visit.

## **12. COOKIES**

Our website uses cookies to enhance your browsing experience. Cookies are small text files stored on your device that help us understand how you use our website. For more information about the cookies we use, please see our Cookie Policy.

## **13. CONTACT US**

If you have any questions about this Privacy Policy or wish to exercise your rights, please contact us:

**Consulate Recruitment Ltd.**

71-75 Shelton Street

Covent Garden

London, United Kingdom

WC2H 9JQ

**Email:** [admin@consulaterecruitment.co.uk](mailto:admin@consulaterecruitment.co.uk)

**Telephone:** 01623 255223

**Website:** [www.consulaterecruitment.co.uk](http://www.consulaterecruitment.co.uk)

**Company Registration Number:** 16096801

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