

Privacy Policy

This is the Privacy Policy for Achievers Recruitment Ltd. Our company registration number is **14507849** in England and Wales. Our main office is in Milton Keynes, 314 Midsummer Blvd., Milton Keynes, MK9 2UB, but we provide services around England.

Introduction:

The purpose of this privacy policy is to provide information on how Achievers Recruitment Ltd, will store and record information provided to us. We process all information in accordance with the principles of GDPR.

Personal Information:

Giving the nature of our business, we retain and collect personal information from candidates who applied for a job with us, whether successful or unsuccessful candidates. We also store and record personal information from other stakeholders such as suppliers and clients.

We will treat your personal information fairly and lawfully and we will ensure that your information is:

- Kept secure
- Not kept longer than necessary
- Processed for limited purpose
- Kept up-to-date, and accurate, relevant, and not excessive.

Access to personal information is restricted to authorised individuals on a strictly need to know basis.

We are committed to keeping your personal details up to date, and we encourage you to inform us about any changes needed to ensure your details are accurate.

If on a basis in which we process your personal information is no longer relevant, then we shall stop processing your data.

Information processed on our website

When you visit our website or contact us through our website or agree to the terms and conditions on our website, a contract is formed between you and us.

In order to carry out our obligations under that contract we must process the information you give us. We acknowledge that some of the information may be personal hence we will handle this information following the GDPR process.

This information provided on our website may be use for but not limited to

- Verifying your identity
- Sell products to you
- Provide you with a services
- Provide you with suggestions and advice on products and services

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Processing information with your consent

To always maintain confidentiality, we will only process personal information with the consent from the individual before processing personal information. This consent will be obtained through written or over the phone.

We will not discuss or share personal information with anyone other than yourself, unless you have given us prior authorisation to do so, doing so is authorised by legislation, or it is necessary to comply with legal obligation.

For example: Achievers Recruitment Ltd may be required by law to provide personal information to aid with a legal case. If this is the case, then we are obligated by law to provide this information without gaining consent from yourself. This will only be in a case where the officer or the legal representative provides a court or search warrant.

We will continue to process information on this basis until you withdraw your consent, or it can be reasonably assumed that your consent no longer exists.

You may redraw your consent at any time by instructing us by sending an email to admin@achieversrecruit.com. By doing so please be advised that you may not be able to use our service or website to comply with your request.

We can refuse if we can rely on another reason to process the information such as our contractual or legitimate interests.

Transfer of Personal Data

We use third party service providers, for example those that provide and host our IT systems, maintenance, and repair contractors, etc. However, we require the third parties to respect the security of your data and to treat it in accordance with data protection legislation and put it in place contractual arrangement for this purpose.

Data Retention

Except as otherwise mentioned in this policy, we will keep your personal information only for as long as required by us. Reason for storing your data:

- To help provide you with the services you have requested for.
- To comply with the GDPR law, including for the period demanded by our tax authorities
- To aid a claim or defence in court.

You can also contact us on admin@achieversrecruit.com should you want further details on our retention periods.

Rectification

If you need to correct any mistakes on your personal information we hold about you, you can let us know by emailing us on admin@achieversrecruit.com.

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Right to be forgotten

You have the right to ask us to delete personal information we hold about you, and you can do this in the case where:

- The information is no longer necessary in relation to the purpose for which we originally collected/processed it
- You withdraw consent
- You object to the processing and there is no overriding legitimate interest for us continuing the process.
- We are unlawfully processing the information
- The personal information has to be erased in order to comply with a legal obligation.

We can refuse to erase your personal information where the personal information is processed for the following reasons but not limited to:

- To exercise the right of freedom of expression and information
- To enable functions designed to protect the public to be achieved, e.g., government of regulatory functions
- To comply with a legal obligation or for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- Archiving purposes in the public interest, scientific research, historical research, or statistical purposes
- The exercise or defence of legal claims
- Where we have an overriding legitimate interest for continuing with the processing.

Complaint

Achievers Recruitment aim to meet the highest standards when collecting and using personal information. You can raise a complaint with us if you think our collection or use of information was unfair, misleading, inaccurate, or inappropriate.

After our response to your complaint and you are still not happy, you have the right to appeal directly to the regulator- the Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: **0303 123 1113**.