

Privacy Policy

Weald Recruitment Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

Please read the following carefully to understand how we will treat your personal data.

What we do with the information we gather;

Clients

We process this information for our legitimate interests in order to understand your needs and provide you with a better service, and to meet contractual obligations, for the following reasons:

- To provide our recruitment services to you and to facilitate the recruitment process
- To market our full range of recruitment services to you (permanent and temporary/contract).
- To enable us to develop and market other products and services
- To improve our customer service and to make our services more valuable to you (including tailoring our website and our group companies' websites when you log on to enrich your personal online experience)
- To send you details of reports, promotions, offers, networking and client events and general information about the industry sectors which we think might be of interest to you
- To answer your questions and enquiries
- To inform third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings
- To carry out our obligations arising from any contracts between you and us

Where we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws.

Individuals/Candidates

We process your personal information for our legitimate interests in order to understand your needs and provide you with a better service, and where it is necessary to meet contractual obligations, for the following reasons:

- To provide our recruitment services to you and to facilitate the recruitment process
- To assess data about you against vacancies which we judge may be suitable for you
- To send your information to clients in order to apply for jobs or to assess your eligibility for jobs
- To improve our customer service and to make our services more valuable to you (including tailoring our website and our group companies' websites when you log on to enrich your personal online experience)
- To answer your questions and enquiries

- To engage third parties where we have retained them to provide services that we, you or our client have requested including references, qualifications and criminal reference checking services, verification of the details you have provided from third party source, psychometric evaluation or skill test
- To inform third parties, regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings
- To use your information on an anonymised basis to monitor compliance with our equal opportunities policy

Where we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws.

We will only send marketing communications to personal individuals via email or other communication means where you have consented that we may do so.

Weald Recruitment Ltd will not share your information for marketing purposes with any third parties.

How long will you hold my information for?

The Company will retain your personal data only for as long as is necessary. Typically, this is for no more than 12 months without any activity or contact, although different laws require us to keep different data for different periods of time.

How will you protect my information?

Although we will do our best to protect your personal information, you should be aware that the transmission of information via the internet is not completely secure and we cannot guarantee the security of your personal information transmitted to the Website or any third party; for this reason, any transmission is at your own risk. We will use strict operational procedures and adequate, technical and organisational security measures to prevent any unauthorised access, change, deletion or transmission of this personal information.

Complaints or queries

If you believe that any information we are holding on you is incorrect or incomplete, or if you wish to object to the processing of your personal data, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect and take steps to stop any processing that is not required to meet legal obligations.