



PRIVACY POLICY

This Privacy Policy tells you what happens to any personal data that you provide to us. The types of data and what happens to that data is very dependent on what level of interaction you have with us e.g. whether you are a business looking to employ staff, an existing employer, a job seeker or just visiting our website.

Who we are and how to contact us

We are KD Recruitment Limited, a company registered in England (number 10980110) with our registered office at Woodend, The Crescent, Scarborough, England, YO11 2PW.

We are registered with the Information Commissioner's Office under registration reference ZA302303.

The person responsible for data protection is Kelly Dunn who can be contacted at enquiries@kdrecruitment.co.uk.

What we do with your information

Employers

If you are an employer looking for staff, then we will have the personal data of your own internal contacts providing us with your instructions. We obviously can't provide our services to you without those details.

We will also have to retain some of those personal details for our own records.

Jobseekers and job candidates/ applicants

If you are a jobseeker then we obviously need some personal details from you in order to consider suitable roles for you and to search for and, hopefully, place you in a role.

If you have provided us with your CV (whether directly or through our website) we will store your CV on our database. We may share details of your anonymised CV with potential employers to consider your suitability for a specific role. We will also retain your CV on our database so that we can assist you in the future and for our own internal records.

We will only identify you to a potential employer with your consent.

We may also need to obtain and hold more sensitive data about you such as your employment history, criminal record and health and medical details. We will keep these securely and will only share them when you authorise us to do so.

Visitors to our Website

When visiting our website, you may provide personal information such as your name, postal address and email address if you use the forms on our site. We will use these details to deal with and respond to your enquiry, but we also have a legitimate interest in using this data to operate our business more effectively; for example, by using your feedback to improve our services or the website.

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T: 01723 313 505 • E: enquiries@kdrecruitment.co.uk • W: www.kdrecruitment.co.uk



We do not use website 'cookies' to identify individuals nor do we store personal information in cookies. If you would like to know more about cookies and how we use them on this website, you can refer to our separate cookies policy.

Any data collected purely relating to your use of the website (rather than if you complete a form or upload a cv) will only be stored for administrative purposes and will be deleted at regular intervals.

'Opting in' and 'Opting out' to future communications

We may, either through the website, an online form or an email, ask you again whether you would like to receive information about specific types of roles, services, offers or useful information and articles. If you have 'opted in' or requested to receive these then we will normally send these by email and/ or post.

You can decide at any time that you do not want to receive such information and also change your preferences in relation to method of contact or topics of interest by emailing us.

For marketing purposes, we only use non-sensitive personal information such as your name, email address, postal address, job description, engagement with previous marketing activity and a record of the roles that we have placed with you or placed you in.

We may send you newsletters, bulletins and event invitations on a range of topics that we think will be of interest to you. You can 'fine tune' your preferences at any time.

Choosing not to 'opt in' to marketing communications or subsequently choosing to 'opt out' does not affect anything that we do for you. If you choose not to receive any marketing communications from us, whether now or if you 'opt out' in the future, it will not affect your ability to use our services or the way that we will provide those services to you.

Whether or not you choose to 'opt in' again to general marketing communications, we understand, from you giving us your contact details and requiring our services, that you consent to us contacting you in the future about issues relating directly to roles that we have placed with you or placed you in. This is because we believe that we and you have a 'legitimate interest' in us sending and you receiving such communication. You can ask not to receive such communication by speaking to or emailing us at any time and any such communications we send you will give you the option to tell us that you do not want to receive anything in the future.

Third Parties

We do not sell or pass your personal data on to any third parties.

Inevitably, we use third party suppliers to provide certain services such as the hosting and maintenance of our website and, in some cases, these suppliers may have some limited access to your personal information. This is only so that they can provide their services to us. We remain in control of your personal information and work closely with our suppliers to ensure that any personal information to which they have access remains secure.

Where these providers are based outside the UK (for example, in the United States of America), we require that your information is processed securely to a standard equivalent to that expected under the prevailing laws and regulations in England.

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We use Google Analytics to monitor how our website is being used so we can make improvements. Our use of We use Google Analytics to monitor how our website is being used so we can make improvements. Our use of Google Analytics requires us to pass to Google your IP address (but no other information) - Google uses this information to prepare site usage reports for us, but Google may also share this information with other Google services. In particular, Google may use the data collected to contextualize and personalize the ads of its own advertising network. Related information:

- [Google's privacy policy](#)
- [How Google uses this information](#)

Your personal data and your rights

You have a number of rights concerning your personal data. These include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you would like to exercise any of those rights, to talk about how we collect, store and process your data or if you wish to complain about how we have handled your personal data, please contact us at enquiries@kdrecruitment.co.uk.

If you are not satisfied with our response or believe we are not processing your data in accordance with prevailing laws and regulations, then you can complain to the Information Commissioner's Office. You can obtain further details and guidance about your rights as a 'data subject' from the Information Commissioner's Office website which is at www.ico.org.uk.