

This Privacy Notice is applicable to Starting Point Recruitment Company, Reg 04560776, ICO ZA357286, <https://www.startingpointrecruitment.co.uk/>

This Notice will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the UK GDPR, can be exercised.

What kind of personal information do we collect?

We collect a limited amount of data from our Website Users.

If you contact us via the website, for example by using our contact us form or submitting your CV, we will collect any information that you provide to us, for example your name, contact details, qualifications and employment history.

How do we use your personal data?

We use your data to:

- deal with your enquiry and to contact you. This we do with your consent. If you wish to withdraw consent please contact us to do so.
- register you for our services and to contact with you. This we do with your consent and with a view to their being a potential employment contract with us.

Data Access Restriction and Retention

Data submitted via our online contact form will be archived after 2 years and kept for a further 5 years with restricted access to it.

Should you submit your CV and be registered with us please see our Candidate's Privacy Notice for how long we retain your personal data for.

Your Rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

If you wish to exercise a right please contact our Data Protection Officer at dpo@stepstowork.co.uk