

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 which we use to help us to improve your experience when using our website and to help us manage the services we provide. This include information such as how you use our website, the frequency with which you access our website, your browser type, your type of device, the location you view our website from and the times that our website is most popular.

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

Key identification and contact information

- Names.
- Telephone numbers.
- Email addresses.

Automatically collected information

- IP address.
- Extra Usage information that you choose to tell us; including the dates, times and frequency with and location from which you access our services.
- User choices.
- Log and troubleshooting information.
- Device information when you install, access or use our services.

Additional information that you choose to tell us

- Any other information that you may provide to us including when corresponding with us via email or otherwise,

How do we collect your personal data?

When you visit our website there is certain information that we will automatically collect, whether or not you decide to use our services namely your IP address, the date and the times and frequency with which you access the website, the way you browse its content and other technical information. We will also collect data from you when you contact us via the website, for example by using a contact us form.

We collect your data automatically via cookies or similar technology such as tracking pixels and HTML5 Local Storage in line with the cookie settings that you specify via the “Cookie Preferences” link at the bottom of the website, or the settings in your browser.

If you would like to find out more about cookies or similar technology, including how we use them and what choices are available to you, please refer to the “Cookie Notice”.

The types of information that we collect about you in this way include:

- Key identification and contact information; and
- Automatically collected information,

as described in the section entitled “What Kind of Personal Information Do We Collect” above.

How do we use your personal data?

We use your data to:

- provide you with the service you registered for or the services you participated in, for example sending you a newsletter or taking part in an online survey.
- protect our Systems from attacks and other illegal activities; and
- to help us to improve your experience of using our website or our mobile apps, for example by analysing your recent job search criteria to help us to present jobs or Candidates to you that we think you'll be interested in.

We will use your personal data for these purposes if we deem this to be necessary for our legitimate interests. If you are not happy about this, you have the right to object.

Why and how we process your data	Types of personal data used	Legal basis
<p>Collecting and processing data in the course of and to the extent necessary to provide Website Users with services they register for.</p>	<ul style="list-style-type: none"> • Key identification and contact information • Automatically collected information • Additional information that you choose to tell us 	<p>We will rely on legitimate interests, namely it is in our interests and your interests for us to provide you with these services and for you to receive them in support of our core business activities relating to recruitment.</p> <p>If you have entered or are about to enter into a contract with us or if you are making a request in the course of doing so, we may rely on the performance of a contract legal basis to the extent that the processing activity that we are seeking to conduct is necessary for the purposes of the contract or your request</p> <p>We will obtain opt-in consent before sending you any marketing materials.</p>
<p>Collection of data via personalisation cookies and use of this data for profiling purposes so that Starting Point Recruitment can show Website Users both targeted and personalised content. This will include:</p> <ul style="list-style-type: none"> • personalising Website Users' website experience • personalising the marketing content that Website Users receive via the website, email and other marketing channels (where they have consented to that marketing) <p>These personalisation cookies are used to understand how Website Users engage with the website by recording their visit to the website, the pages they have visited, the interactions they have made and the links they have followed.</p>	<ul style="list-style-type: none"> • Key identification and contact information • Automatically collected information <p>More specifically, this will include:</p> <ul style="list-style-type: none"> • Personal information and information about the Website Users searches (i.e. as submitted via form) • Details of the Website Users' interactions with the website (e.g. applications, web page visits) • Digital identifiers - IP address, personalisation cookies • Website browsing data, form submission data and email engagement data • Marketing preferences 	<p>We will obtain your consent via the Cookie Preferences link on our website before we place personalisation cookies on your device and enable this functionality. If you do not wish to provide your consent to us placing a personalisation cookie on your device, please turn off the "Functionality Cookies" and "Advertising Cookies" options (please refer to Cookie Notice). Please note that if you access our services across multiple devices, you may need to adjust your settings via the Cookie Preferences link on each of your devices.</p>

<p>To prevent and take measures against fraud, illegal activities, or other attacks to Starting Point Recruitment Systems</p>	<ul style="list-style-type: none"> • Key identification and contact information • Additional information that you choose to tell us • Automatically collected information 	<p>Legitimate interests:</p> <ul style="list-style-type: none"> • it is in our interests and your interests for us to prevent and take measures against fraud, unauthorised use of our System and other illegal or harmful activity • even if we are not under a legal obligation to share or otherwise process your data, we will, under certain circumstances, have a legitimate interest in cooperating with law enforcement agencies. • If we are under a legal obligation to share or otherwise process your data, compliance with a legal obligation, for example if we receive a valid legal request from a law enforcement agency, regulator, or other body.
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Data Access Restriction and Retention

Data submitted via online contact form will be archived after 2 years and kept for future 5 years with restricted access to it. Should you be provided with our services please see relevant Privacy Notice for data retention schedule. After expiry of that period your data will no longer be kept by Starting Point Recruitment.

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 enquiries@startingpointrecruitment.co.uk

Contact & Communication

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.