



Data Protection Policy

Talent Boutique Solutions Ltd
1 Wood Street, Bristol, BS34 5AH

1. Introduction

Talent Boutique Solutions Ltd (“the Company”) is committed to protecting the rights and privacy of individuals in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all relevant data protection legislation.

This policy outlines how we collect, use, store, and protect personal data.

2. Scope

This policy applies to: - All employees, contractors, and temporary staff of the Company. - All personal data processed by the Company relating to clients, candidates, suppliers, and employees.

3. Principles of Data Protection

We adhere to the following data protection principles:

1. **Lawfulness, fairness, and transparency** – Data is processed lawfully, fairly, and in a transparent manner.
 2. **Purpose limitation** – Data is collected for specified, explicit, and legitimate purposes.
 3. **Data minimization** – Only the data necessary for the intended purpose is collected.
 4. **Accuracy** – Data is accurate and kept up to date.
 5. **Storage limitation** – Data is retained only for as long as necessary.
 6. **Integrity and confidentiality** – Data is processed securely to protect against unauthorized processing, loss, or damage.
 7. **Accountability** – The Company takes responsibility for compliance with these principles.
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4. Lawful Basis for Processing

We process personal data on one or more of the following lawful bases: - Performance of a contract - Compliance with a legal obligation - Legitimate interests pursued by the Company - Consent (where explicitly required)

5. Data We Collect

Depending on the relationship with the individual, the Company may collect: - Personal identification details (name, address, contact details) - Employment history and qualifications - Right-to-work documentation - Payroll and financial information (for employees) - Correspondence and communication records

6. How We Use Personal Data

We use personal data to: - Provide recruitment and talent services - Manage employment relationships - Communicate with clients, candidates, and partners - Maintain business records and comply with legal requirements

7. Sharing Personal Data

We may share personal data with: - Clients for recruitment or project purposes - Payroll and HR service providers - Legal and regulatory authorities - Third parties where required by law or with consent

We never sell personal data.

8. Data Security

We implement appropriate technical and organisational measures to protect data, including: - Secure storage systems and encrypted files - Access controls and password protection - Regular security audits - Staff training on data protection



9. Data Retention

Data is retained only for as long as necessary for the purpose collected, in accordance with our retention schedule: - Candidate and client records: up to 6 years after last contact - Employee records: up to 6 years after employment ends - Financial records: 6 years minimum for compliance

10. Individual Rights

Individuals have the right to: - Access their personal data - Request correction or deletion - Restrict processing - Object to processing - Data portability - Withdraw consent where applicable

Requests may be submitted to the Data Protection Officer.

11. Data Breaches

Any suspected data breach must be reported immediately to the Data Protection Officer. Where required, the Company will notify the Information Commissioner's Office (ICO) within 72 hours and affected individuals promptly.

12. Data Protection Officer (DPO)

Name: Patrycja Malara

Email: patrycja@talentboutiquesolutions.co.uk

Address: Talent Boutique Solutions Ltd, 1 Wood Street, Bristol, BS34 5AH

13. Review and Updates

This policy is reviewed annually or after significant business or legal changes.

Last Updated: 3rd of November 2025

Approved by the Directors of Talent Boutique Solutions Ltd.