Privacy Policy

Solent Construction Recruitment Ltd

Effective Date: 14/12/22

At Solent Construction Recruitment Ltd, we are committed to protecting your personal data and respecting your privacy. This policy explains how we collect, use, store, and share your information in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws.

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1. Who We Are

Solent Construction Recruitment Ltd is a recruitment agency registered in the UK. We connect candidates with employers and provide staffing solutions. For the purpose of data protection laws, we are the “data controller” of your personal data.

Contact details:

Merlin House, 4 Meteor Wy, Daedalus Dr, Fareham, L ee-on-the-Solent PO13 9FU

martyn@solentconstructionrecruitment.co.uk

07365 841709

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2. What Data We Collect

We may collect the following categories of personal data:

Candidates: Name, contact details, CV, employment history, education, skills, references, identification documents, right-to-work information, and interview notes.

Clients: Contact details, company information, job descriptions, and communication records.

Website Users: IP addresses, cookies, and usage data (see Section 9).

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3. How We Use Your Data

We process your data for the following purposes:

Matching candidates with job opportunities.

Communicating with candidates and clients.

Conducting right-to-work and compliance checks.

Managing payroll and contracts (for temporary workers).

Improving our services and maintaining records.

Meeting legal or regulatory requirements.

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4. Lawful Basis for Processing

We rely on the following lawful bases:

Consent – when you agree to us storing your CV or contacting you about roles.

Contract – where processing is necessary for placing candidates or fulfilling client agreements.

Legal obligation – e.g., verifying identity and right to work.

Legitimate interests – ensuring efficient recruitment processes and business operations.

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5. How We Share Your Data

We may share your personal data with:

Prospective employers and clients.

Third-party service providers (e.g., payroll, IT, compliance checks).

Regulatory authorities when required by law.

We will never sell your personal data.

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6. International Transfers

If we transfer your data outside the UK, we ensure appropriate safeguards (such as UK-approved Standard Contractual Clauses) are in place.

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7. Data Retention

We keep personal data only as long as necessary:

Candidate data: typically up to 2 years after our last contact (unless you consent to longer storage).

Client data: for the duration of our business relationship plus 6 years.

Legal, compliance, or payroll records: as required by law.

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8. Your Rights

Under UK GDPR, you have the right to:

Access your personal data.

Rectify inaccurate information.

Request erasure (“the right to be forgotten”).

Restrict or object to processing.

Data portability (where applicable).

Withdraw consent at any time (where processing is based on consent).

To exercise these rights, contact us at martyn@solentconstructionrecruitment.co.uk

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9. Cookies & Website Tracking

We may use cookies and analytics tools on our website to improve user experience. You can control cookies through your browser settings.

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10. Security

We use appropriate technical and organisational measures to protect your data against unauthorised access, loss, or misuse.

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11. Complaints

If you have concerns about how we handle your data, please contact us.

You also have the right to complain to the Information Commissioner’s Office (ICO): www.ico.org.uk.

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12. Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.