



Privacy Policy

Your privacy is very important to us.

This policy outlines how we manage the personal information we hold about our clients, candidates, suppliers and others.

It is our policy to respect the confidentiality of information and the privacy of individuals. We are bound by the data protection principles contained in the Data Protection Act 1998. Our privacy policy statement is reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by our most current privacy policy statement.

Our business is to meet our customers' needs for a range of recruitment services. To do this effectively, we need to collect certain company and personal information.

The type of information we may collect can include (but is not limited to) name, address, contact details, current and past employment details, work preferences and capabilities, aspirations, financial goals and referees. We may also collect information such as the size of a company, financial status, employee numbers and future plans.

We obtain this information directly from candidates through applications, CV's or other forms, telephone and face to face meetings and from maintaining records of information provided in the course of ongoing customer interaction and service. We may also obtain information from other sources such as social/business networking sites such as LinkedIn. By sending us your CV you agree to us retaining this information for a period of 2 years.

We may ask for other information voluntarily from time to time (for example, through emails, market research or surveys) to enable us to improve our service or consider the wider needs of our customers or potential customers.

If you choose not to provide the information we need to effectively work with you, we may not be able to provide you with the requested service.

How do we use this information and who may we disclose it to?

While we may send you marketing material that we think will be useful to you or contact you by email or telephone from time to time, we are conscious of the need to respect your privacy.

The personal information we hold is used to assess suitability for employment opportunities. This allows us to service your immediate needs, review your ongoing needs, and ensure that we can offer relevant and efficient service both to you the candidate and to our client companies.



At all times, your personal information will only be shared with client companies/third parties with your prior knowledge and consent.

Generally, we require that third party organisations (our clients) acknowledge the confidentiality of any information that is shared with them and undertake to respect any individual's right to privacy and comply with the data protection principles of GDPR

Management of personal information

We train our employees/representatives who handle personal information to respect the confidentiality of candidate information and the privacy of individuals. We regard breaches of your privacy very seriously and will impose appropriate penalties, including dismissal.

How do we store personal information?

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in secure computer storage facilities. We take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

We endeavour to ensure that the personal information we hold is accurate and up to date.

You have the right to check what personal information about you is held by us.

Under the Data Protection Act, you have the right to obtain a copy of any personal information which we hold about you and to advise us of any perceived inaccuracy. The Act does set out some exceptions to this. If you have any questions about the data we hold or would like us to delete any information that we hold about you please contact us via email at info@abilityresourcing.co.uk

To make a request, please contact us, verifying your identity and specifying what information you require.

We reserve the right to charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. We will acknowledge your request and respond to it within 40 days of receipt of your application and any applicable fee.

**What if you have a complaint?**

If you consider that any action of ours breaches this privacy policy statement or the data protection principles or otherwise doesn't respect your privacy, you can make a complaint. This will be acted upon promptly. To make a complaint, please address your comments via email to info@abilityresourcing.co.uk

If you are not satisfied with our response to your complaint, you can contact the Information Commissioner <https://ico.org.uk/global/contact-us/> or telephone them on +44 1625 545 745.

Privacy: web supplement

This statement outlines some privacy issues specific to this website.

You are not required to provide personal information to view the public pages of our website. However, where you provide personal information, for example, completing the 'contact us' form or applying for a particular role, or registering to receive marketing material about new or upcoming roles, we collect personal information such as your name, e-mail address and telephone number. We will also collect further personal information you supply to us in any document you upload, such as your CV. Our use of such information we collect or you provided is processed strictly in accordance with our privacy policy.