

GDPR Compliance for Crystal Clear Recruitment Ltd

At **Crystal Clear Recruitment Ltd**, we take your privacy seriously and are committed to complying with the General Data Protection Regulation (GDPR). This statement outlines how we collect, store, and process your personal data.

1. What Personal Data We Collect

We collect and process personal data that you provide to us directly or that we collect during the recruitment process. This may include, but is not limited to:

- **For Job Seekers:**
 - Contact information (name, email address, phone number, etc.)
 - CVs, resumes, and cover letters
 - Employment history
 - Education and qualifications
 - References
 - Interview notes and assessments
 - Any other information provided during the recruitment process
- **For Employers (Clients):**
 - Business name and address
 - Contact details of relevant personnel (name, phone number, email)
 - Job descriptions and role requirements
 - Candidate feedback and placement information

2. How We Use Your Personal Data

We process your personal data for the following purposes:

- **For Job Seekers:**
 - To match your qualifications, experience, and career goals with relevant job opportunities.
 - To communicate with you regarding job opportunities and recruitment updates.
 - To assess your suitability for a role, including interviews and testing.
 - To manage our relationship with you as a candidate.
- **For Employers (Clients):**
 - To assist with your recruitment needs by finding suitable candidates.
 - To communicate with you regarding recruitment updates and progress.
 - To manage our relationship with you as a client.

3. Lawful Basis for Processing

We process personal data based on one or more of the following lawful bases under GDPR:

- **Consent:** We may ask for your consent to process your data for specific purposes (e.g., sharing your CV with an employer).
- **Contractual Necessity:** We may process your data to fulfil our contractual obligations, such as providing recruitment services.
- **Legitimate Interests:** We process data when it's necessary for our legitimate business interests (e.g., ensuring efficient recruitment and placement).

4. How We Protect Your Personal Data

We use industry-standard security measures to protect your personal data from unauthorised access, disclosure, alteration, and destruction. This includes encryption, secure servers, and access control measures.

5. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, including for legal, accounting, or reporting requirements. If you are placed in a role, we will retain your data for as long as necessary to manage the employment relationship.

6. Your Rights Under GDPR

As a data subject, you have the following rights:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can request that we correct any inaccurate or incomplete personal data.
- **Right to Erasure:** You can request that we delete your personal data, subject to certain conditions.
- **Right to Restriction of Processing:** You can request that we restrict the processing of your personal data.
- **Right to Data Portability:** You can request that we transfer your data to another organization in a structured, commonly used, and machine-readable format.
- **Right to Object:** You can object to the processing of your personal data for direct marketing or other purposes.
- **Right to Withdraw Consent:** If you have provided consent for processing, you can withdraw that consent at any time.

7. Sharing Your Personal Data

We will not share your personal data with third parties unless necessary for recruitment purposes or required by law. For job seekers, this may include sharing your CV with potential employers. We will only share the minimum amount of personal data required for the purpose at hand.

8. International Transfers of Data

We do not transfer your personal data outside the European Economic Area (EEA) unless necessary for a specific role and with appropriate safeguards in place.

9. Contact Us

If you have any questions or concerns about how we process your personal data, or if you wish to exercise any of your rights, please contact us at:

Changes to This Privacy Notice

We may update this privacy notice periodically to ensure compliance with applicable laws and reflect changes in our business practices. Any updates will be posted on our website, and where appropriate, we will notify you directly.