



PRIVACY NOTICE

1.0) Overview

This privacy policy delineates how Stockford Recruitment utilises and safeguards any information provided by users on this website.

Visitors are not obligated to disclose personal information to access the public pages of our site. However, when submitting personal details for purposes such as job applications, general inquiries, contacting specific individuals, or registration, this Privacy Policy governs the collection, usage, and processing of the shared information.

For each instance of providing personal information, individuals will be prompted to confirm their acknowledgment and comprehension of this Privacy Policy by actively consenting via an 'opt-in' checkbox.

Given our focus on privacy protection, we do not intend to collect personal information from minors, hence no specific policy targeting children is outlined.

Our steadfast commitment is to safeguard your privacy. Rest assured that any information requested for identification purposes will be handled in strict compliance with the regulations set forth in this privacy policy.

1.1) Changes to our privacy policy

We reserve the right to modify this policy periodically by revising this page. In the event of any alterations to our privacy policy, we will inform you of such changes through notifications on our website and subsequently update this privacy policy. Your continued utilisation of this website or our services following these modifications will indicate your acknowledgment and acceptance of the updated policy.

For inquiries or concerns regarding our privacy practices, please contact us via email at info@stockfordrecruitment.com. It is advisable to periodically review this page to ensure your satisfaction with any revisions.

2.0 Relevant Legislation

Stockford Recruitment and its website are meticulously crafted to adhere to a range of national and international regulations concerning user privacy and data protection.

These include the UK Data Protection Act 1988 (DPA), the EU Data Protection Directive 1995 (DPD), and the EU General Data Protection Regulation 2018 (GDPR).

By aligning with the aforementioned stringent legislation, Stockford Recruitment's website is likely to meet the requirements of data protection and user privacy laws in various other countries and regions.

Should there be any uncertainties regarding compliance with the data protection and user privacy regulations specific to your country of residence, please reach out to our data protection team. Their contact details can be located in section 8.1 at the conclusion of this document for further clarification.

3.0) Personal information collected by this site, its utilisation, storage methods, and retention duration.

3.1) Candidates

Upon obtaining your consent, we may gather the following information:

- Name and job title
- Contact details, including email address and phone number
- Demographic details such as postcode, preferences, salary, and interests
- Additional information, such as your CV, which aids in facilitating job opportunities

This information is essential for comprehending your requirements to deliver an enhanced service. Specifically, it serves the following purposes:

- Matching you with relevant job openings
- Sharing your CV, subsequent to discussion and consent, with potential clients who may find your skills appealing
- Notifying you of job prospects that align with your interests
- Maintaining internal records
- Periodically contacting you via email, phone, or mail
- Disclosing information concerning you to regulatory or law enforcement agencies

You can upload your CV through our website or via direct email. Your CV and personal data will be securely stored in our Customer Relationship Management (CRM) system. Access to this database is restricted to authorised Stockford Recruitment personnel.

In the event of contract work, you will be required to input your timesheet details online. This data will be processed to facilitate invoicing employers and remunerating you, with the information stored at our head office.

3.2 Employers

Upon obtaining your consent, we may gather the following information:

- Full name and job title
- Contact details including email address and phone number

- Details about your organisation (such as address, contact numbers, customer demographics)
- Demographic data like postal code, preferences, and interests
- Any other pertinent details essential for facilitating recruitment services for you and your company

This information is essential for comprehending your requirements better and enhancing the quality of service we deliver. Specifically, we use this data for the following purposes:

- Identifying suitable candidates for your needs
- Notifying you about potential candidates that align with your interests and availability
- Maintaining internal records
- Periodically reaching out to you via email, telephone, or post to maintain communication
- Disclosing information to regulatory or law enforcement agencies when required

Your data will be securely stored in our Customer Relationship Management (CRM) database, as detailed in section 3.1 above.

3.3) How long we will keep your data

We will securely store your data in our database for a duration of 3 years. This retention is intended to facilitate continued communication with you, maintain updated records, and monitor your circumstances. In cases where an individual's engagement with Stockford Recruitment ceases, their personal information will be electronically preserved for 3 years. Subsequently, if there is no ongoing relationship or service requirement, your data will be permanently and securely deleted. Should you wish for your data to be removed before this timeframe, you can request its deletion, leading to the permanent removal of all personal information, including email contact details. It is important to note that the deletion of your personal data will render Stockford Recruitment unable to provide services on your behalf.

4.0) Job Notifications

To subscribe to job notifications, you will be required to provide your email address. We will use your email address to keep you informed of the latest jobs relevant to your skills and/or provide you with industry news via job alerts. If you no longer wish to receive this information, you can email us directly to unsubscribe.

5.0) Curriculum vitae ('CV')

You may choose to submit your CV either through our website or via email to one of our consultants. This procedure can be commenced for applying to particular job listings or for potential consideration for future roles by our recruitment team. Your CV will be securely archived in our database, guaranteeing convenient access for our consultants. Should any revisions to your CV be necessary, you can effortlessly update it using the same submission method.

6.0) Securing your data

We are dedicated to upholding the security of your information. To prevent any loss, misuse, alteration, or unauthorised access to your personal data, we have implemented comprehensive technical and organisational measures. Your provided personal information is securely stored on protected servers, subject to routine malware scans. Notably, our website is SSL certified, ensuring that any data transmission, such as uploading your CV, is encrypted. Access to this encrypted personal data is restricted to a select number of Stockford Recruitment employees with specific authorisation.

7.0) How we use cookies

We employ various cookies on our website. For those unfamiliar with cookies, or seeking guidance on managing or removing them, we recommend visiting www.aboutcookies.org for detailed instructions.

Outlined below are the types of cookies utilized on our site and their respective purposes. Presently, we adhere to an 'explicit consent' policy. This policy allows you the choice to consent to cookie usage upon your initial visit by selecting an 'opt-in' box. If you are uncomfortable with this, you may opt not to use our site, delete cookies after visiting, or navigate the site using your browser's private browsing mode (referred to as "Incognito" in Chrome, "InPrivate" in Internet Explorer, and "Private Browsing" in Firefox and Safari).

7.1) How to disable Cookies/ Opt out

Modern web browsers offer the flexibility to adjust your cookie preferences. These settings are commonly located within the 'options' or 'preferences' section of your browser. For a comprehensive understanding of these settings, the following links may provide assistance. Alternatively, you can utilise the 'Help' feature within your browser for detailed guidance:

- [Internet Explorer Cookie Settings](#)
- [Firefox Cookie Settings](#)
- [Chrome Cookie Settings](#)
- [Safari Cookie Settings](#)

7.2) First Party Cookies

These cookies are directly set by this website.

Google Analytics: Our website utilises Google Analytics to gather insights into visitor behaviour. This tool records details such as the pages visited, duration of site visits, traffic sources, and user interactions. The data collected by Google Analytics is anonymised and not linked to personally identifiable information. As a result, no personal data like names or addresses is collected or stored, ensuring anonymity.

For further information on Google's privacy policies related to its analytics service, please refer to <http://www.google.co.uk/intl/en/analytics/privacyoverview.html>. Google, being

based in the USA, complies with the EU-U.S. Privacy Shield framework.

7.3) Third Party Cookies

These are cookies placed on your device by external websites whose services are utilised on this platform. Such cookies primarily facilitate the sharing of content on social networks through sharing buttons distributed across the site. The current cookies are attributed to LinkedIn, Twitter, Facebook, Xing, and Google+. To enable these social sharing buttons and establish connections with the pertinent social networks and external sites, scripts from domains external to our website are employed. It is important to note that these external sites likely gather information about your online activities, including interactions on this website.

It is advisable to review the individual policies of each of these sites to understand how they utilise your data and to learn how to opt out or delete such information.

7.4) Session Cookies

We utilise a session cookie to retain your login credentials, which we consider essential for the website's functionality. Disabling these cookies will hinder several site features, notably the login capability.

7.5) Flash Cookies

Flash cookies are utilised to retain user preferences related to media player functionality. Without them, certain Flash content, such as our homepage video, may not display properly.

7.6) Links to other websites

Our website may feature links that facilitate easy access to other websites of interest. It is important to note that once you navigate away from our site using these links, we relinquish control over the external website. Consequently, we cannot be held accountable for the safeguarding and confidentiality of any information you disclose while visiting such sites. It is advisable to exercise caution and review the privacy policy specific to the website in question.

8.0) Controlling and retaining your personal information

We will retain your data for a duration of three years from its initial storage date, with the intention of offering you prospective services.

Rest assured, your personal data will not be sold, distributed, shared, or leased to any third party without your explicit consent or unless mandated by legal obligations.

8.1) Your rights

You are entitled to request a copy of the personal information that Stockford Recruitment holds about you. Moreover, you have the right to request Stockford Recruitment to rectify

any inaccuracies in your information and to request deletion of such information. Additionally, you can withdraw your consent for the collection of your personal data and object to Stockford Recruitment processing your data from the outset of our interaction, typically via email.

Should you wish to exercise any of these rights or file a complaint regarding the handling of your data, kindly submit a written request to info@stockfordrecruitment.com. Further details about these rights are outlined below.

8.2) Right to a Subject Access Request

You are entitled to receive a copy of the data we possess about you, in accordance with the General Data Protection Regulations (GDPR) of 2018. This process is referred to as a subject access request (SAR).

Should you wish to obtain a copy of your data held by us, kindly send an email to info@stockfordrecruitment.com. If you identify any inaccuracies or incompleteness in the information we retain, please notify us promptly via email or mail at the aforementioned address. We are committed to promptly rectifying any inaccuracies identified in your data.

8.3) Right to complain

If you believe there are concerns regarding the handling of your data that remain unresolved through direct communication with us, you retain the right to lodge a complaint with the Information Commissioner's Office (ICO) at ico.org.uk.

9.0) Data Breaches

We are committed to promptly reporting any unauthorised data breach involving this website's database or the database(s) of our third-party data processor, such as Google Analytics, to all pertinent individuals and authorities within 72 hours of the breach, particularly if it involves the theft of identifiable personal data.

10.0) Equal opportunities

At our company, we are dedicated to fostering diversity and ensuring equitable treatment for all job applicants and employees. Discrimination based on gender, race, ethnicity, colour, marital status, nationality, national origin, disability, sexual orientation, religion, or age is strictly prohibited.

Periodically, we may utilise the information you provide for diversity monitoring in line with our commitment to equal opportunities. Rest assured that this data will be utilised anonymously.

Contact Us

Should you have any enquiries, please reach out to info@stockfordrecruitment.com.

