



## **Privacy Policy**

Veritrec Recruitment Solutions Ltd (09144304) created this privacy statement to demonstrate our ongoing commitment to the privacy of our candidates and clients. The following statement details our information gathering and dissemination practices for this website.

### **Candidates**

#### **CV Submission**

Veritrec consider your CV as a very personal document and therefore treat your information enclosed within your CV as highly confidential and we will not reveal or disclose this information to any third parties, other than potential employers for whom we have a vacancy we deem you suitable for and whom you have consented to view your CV. You retain the full control over your CV and you may request removal of your CV from our database at any time.

#### **Consent**

Veritrec will ensure that written consent is gleaned from all candidates prior to CV submission to the end client. Veritrec have a simple process where alongside the job details (company name, job spec, salary details) a GDPR consent form is forwarded to the candidate. This form reflects the data for the candidate that will be stored on the database and mainly (but not exclusively) contact details (Upon placement, Veritrec will also hold right to work details).

### **Employers**

#### **Vacancy Submission**

Veritrec regard your vacancy requirement details as confidential and we will not reveal this information to any third parties, other than candidates we deem suitable for your vacancy. You retain full control over your vacancy details and you may request removal of your vacancy from our database at any time.

#### **Terms and Conditions for our Services**

Any requests for Terms and Conditions (T&Cs) will be treated as confidential and we will not reveal or sell your company and contact details to any third parties. Your details will be stored on our database however you may request the removal of your company and contact details at any time.



## **Privacy Statement**

Veritrec Recruitment Solutions Ltd will collect the personally identifiable details that you provide to us (“your personal data”) exclusively for the purposes of providing you with recruitment services. In providing recruitment services to you we will only use your data in accordance with the terms of the following statement.

If at any time you feel that Veritrec are not abiding by this privacy policy, please contact us on [gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk)

### **Information Collection**

Veritrec Recruitment Solutions Ltd is the sole owner of the information collected on this website. We undertake not to sell, share, or rent this information to others. For the purposes of the Data Protection Act 1998, all members of Veritrec Recruitment Solutions Ltd are data processors and the designated Data Controller to whom all queries should be addressed is;  
[gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk)

### **Use of Information**

The information you provide to us, which includes contact information and information regarding the type of candidate you are seeking and their skills, qualifications and experience or alternatively if you are a candidate the type of position you are seeking is used to enable us to provide both clients and candidates with recruitment services. Veritrec does not use this information for any other purpose.

### **What we do with your data**

Your data will be entered onto our CRM and retained for up to 5 years. Information and opinions relating to you provided by yourself and by others may be added to your data in the course of the recruitment process. Your data may be subject to verification. This may involve the following: your references may be taken up and any qualification which is indicated on your application may be verified by contacting the appropriate body.

Except as indicated below, your data will be accessible only by our authorised personnel and will only be disclosed to third parties with your consent. Your data will be used for the purpose of determining your suitability for employment with our clients. It may also be used for statistical analysis. It may be used for the purposes of: legal proceedings (including prospective legal proceedings); obtaining legal advice; establishing, exercising or defending legal rights; compliance with any legal obligation to which Veritrec Recruitment Solutions Ltd is subject; maintaining the security of Veritrec Recruitment Solutions Ltd and its



personnel; prevention and detection of crime or fraud; compliance with any request from regulatory authorities or other relevant public authorities or agencies.

By submitting your data in response to any vacancy advertised on this website you give your consent to the processing of your data.

### **Cookies**

Our Site may use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

### **Log Files**

We use IP addresses to analyse trends, administer the site, track users’ movements, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### **Links**

This website may contain links to other sites. Please be aware that Veritrec Recruitment Solutions Ltd is not responsible for the privacy practices of such other sites. We encourage our users to be aware of this when they leave our site, and to read the privacy statements of each and every website that collects personally identifiable information. The privacy statement you are reading applies solely to information collected by Veritrec Recruitment Solutions Ltd whether via this website or through any other means.

### **Security**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

Sensitive and private data exchange between the Site and its Users happens over a SSL secured communication channel and is encrypted and protected with digital signatures.

If you have any questions about the security at our website, you can email us at

[gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk)



## **Amendments to your Personal Information:**

If you wish to notify us of any change to your personally identifiable details or if you become aware of, or suspect that there may be errors in, your data, please e-mail us at [gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk)

## **Access**

You can request from us at any time to provide a copy of the information that we hold about you. If you would like to make a request please e-mail us at [gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk). You have a right to ask us to remove your data from our records. Should you ask us to remove your data from our records we will offer you two options:

1. We can delete your data entirely; or
2. We can delete most of your data but keep enough identify you so that we do not contact you again in the future.

## **Subject Access Requests**

An individual can ask to see data stored on them by Veritrec Recruitment Solutions. This will be provided free of charge and within one calendar month of the request. Veritrec manage a Subject Access Request log to store requests and prioritise. Veritrec can ask for an extension up to 3 months for complex requests. In these instances Veritrec will inform the subject within the first month the reason for the extension. In the case of a request, Veritrec will send you a SAR (Subject Access Request) form for completion.

## **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our website so that our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Contacting Us

If you have any question about this Privacy Policy feel free to contact us at:

Veritrec Recruitment Solutions Ltd  
01865 688323  
[gdpr@veritrec.co.uk](mailto:gdpr@veritrec.co.uk)

