

Data Protection & Privacy Policy



1. Purpose

Extra Recruitment is committed to protecting the personal data of candidates, clients, employees, and other stakeholders. This policy outlines our approach to data protection and privacy, ensuring compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

2. Scope

This policy applies to all personal data processed by Extra Recruitment, including data collected from candidates, clients, employees, and website users. It covers data collection, storage, processing, sharing, and disposal.

3. Data Protection Principles

We adhere to the following data protection principles:

- - Lawfulness, Fairness, and Transparency: Data is processed legally and transparently.
- - Purpose Limitation: Data is collected for specific, legitimate purposes only.
- - Data Minimization: Only necessary data is collected and processed.
- - Accuracy: Personal data is kept accurate and up to date.
- - Storage Limitation: Data is retained only as long as necessary.
- - Integrity and Confidentiality: Data is protected from unauthorized access and breaches.

4. Data Collection & Usage

Extra Recruitment collects personal data for recruitment and employment purposes, including but not limited to contact details, CVs, employment history, and references. Data is only processed with lawful consent or as required for contractual and legal obligations.

5. Data Sharing & Confidentiality

Personal data will only be shared with authorized third parties, such as clients or legal authorities, where necessary. All data sharing complies with data protection laws, and we ensure appropriate safeguards are in place.

6. Data Security Measures

To protect personal data, we implement the following security measures:

- - Encryption and secure storage of data.
- - Access controls and restricted data access.
- - Regular security audits and compliance checks.

7. Rights of Data Subjects

Individuals have the right to:

- - Access their personal data.
- - Request correction or deletion of inaccurate data.
- - Withdraw consent for data processing.
- - Lodge complaints with relevant data protection authorities.

8. Data Breach Reporting

In case of a data breach, Extra Recruitment will take immediate action to contain the breach, notify affected individuals if necessary, and report to the Information Commissioner's Office (ICO) as required by law.

9. Compliance & Review

This policy is reviewed regularly to ensure compliance with legal requirements and industry best practices. Employees handling personal data receive appropriate training on data protection responsibilities.