

## **Privacy Policy**

Effective Date: [09/05/2025]

### **1. Introduction**

[Bowden Jones Recruitment Ltd] ("we," "our," "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you use our recruitment services. We comply with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

### **2. Information We Collect**

We may collect the following types of information:

- Personal details (name, contact information, CV/resume, employment history)
- Professional qualifications and references
- Communication records with our team

### **3. How We Use Your Information**

We use your personal information to:

- Match candidates with job opportunities
- Contact you regarding job placements and recruitment updates
- Improve our recruitment services
- Comply with legal obligations

### **4. Legal Basis for Processing (GDPR Compliance)**

We process personal data based on the following legal grounds:

- Your consent
- Performance of a contract
- Legitimate business interests
- Compliance with legal obligations

### **5. Sharing Your Information**

We do not sell your personal data. However, we may share your information with:

- Employers or clients for recruitment purposes
- Service providers assisting us in our operations
- Authorities when required by law

### **6. Data Security**

We take appropriate measures to protect your personal data from unauthorized access, loss, or misuse.

### **7. Your Rights Under GDPR**

Under GDPR, you have the right to:

- Access, update, or delete your personal information
- Withdraw consent for data processing
- Object to or restrict data processing

- Request data portability
- File a complaint with a data protection authority

#### **8. Data Retention**

We will retain your personal data only for as long as necessary for recruitment purposes and legal compliance. After this period, data will be securely deleted.

#### **9. Contact Us**

If you have any questions about this Privacy Policy or wish to exercise your rights, please contact us at [info@bowdenjones-recruitment.co.uk].

#### **10. Updates to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.