

Cranham Recruitment GDPR Policy

1. Introduction

This General Data Protection Regulation (GDPR) Policy for Cranham Consultants Ltd. T/A Cranham Recruitment ("Agency") outlines our commitment to compliance with the GDPR and our approach to handling personal data collected during the recruitment process. The GDPR imposes obligations on organizations regarding the collection, use, and retention of personal data and provides rights to individuals regarding their personal data.

2. Scope

This policy applies to all personal data collected, processed, and stored by the Agency during the recruitment process, including data collected from job applicants, candidates, referees, and any other relevant parties.

3. Principles

The Agency is committed to complying with the principles of data protection set out in the GDPR. These principles require that personal data shall be:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Accurate and, where necessary, kept up to date.
- Retained only for as long as necessary for the purposes for which it is processed.
- Processed in a manner that ensures appropriate security of the personal data.

4. Data Collection and Processing

- The Agency will only collect personal data that is necessary for the recruitment process, such as contact details, employment history, qualifications, and references.
- Personal data will be collected directly from the data subjects, and they will be informed of the purposes for which their data is being collected and processed.
- The Agency will ensure that personal data is kept accurate and up to date. Data subjects have the right to request access to, correction, or deletion of their personal data.
- Personal data will only be processed for the purposes for which it was collected, and any additional processing will require consent from the data subject, unless otherwise permitted by law.



5. Data Security

- The Agency will implement appropriate technical and organizational measures to ensure the security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.
- Access to personal data will be restricted to authorized personnel who have a legitimate need to access such data for the performance of their job duties.
- Personal data will be stored securely, and measures will be taken to prevent unauthorized access, disclosure, or alteration of personal data.

6. Data Retention

- Personal data will be retained only for as long as necessary for the purposes for which it was collected, including any legal, accounting, or reporting requirements.
- After the retention period expires, personal data will be securely deleted or anonymized in accordance with the Agency's data retention policy.

7. Data Transfers

- Personal data will only be transferred to third parties where necessary for the recruitment process or where required by law. Any such transfers will be carried out in accordance with the GDPR and with appropriate safeguards in place.

8. Data Subject Rights

- Data subjects have the right to request access to their personal data, as well as the right to rectification, erasure, restriction of processing, and data portability.
- Data subjects also have the right to object to the processing of their personal data in certain circumstances.
- The Agency will respond to data subject requests in accordance with the GDPR and will ensure that data subjects can exercise their rights effectively.

9. Breach Notification

- In the event of a personal data breach, the Agency will notify the Information Commissioner's Office (ICO) and affected data subjects without undue delay, where feasible, and in accordance with the GDPR.

10. Training and Awareness

- The Agency will provide training and awareness-raising activities for staff involved in the recruitment process to ensure compliance with the GDPR and this policy.

11. Review and Update

- This policy will be reviewed and updated as necessary to ensure ongoing compliance with the GDPR and any relevant changes in legislation or best practices.



12. Contact Information

- Any questions or concerns about this policy or the Agency's data protection practices should be directed to Designated Data Protection Officer

13. Acknowledgment

- All staff members involved in the recruitment process are required to familiarize themselves with this policy and comply with its provisions.

