

Privacy Policy

At Cranham Recruitment, we are committed to protecting the privacy and security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your information when you use our services.

1. Information We Collect:

We collect personal information that you provide to us when you use our services or interact with our website, including but not limited to:

- Contact information (such as name, email address, phone number)
- Employment history and qualifications
- Education and professional certifications
- Resume/CV and cover letter
- References and recommendations

2. How We Use Your Information:

We use the information we collect for the following purposes:

- Matching candidates with job opportunities
- Communicating with you about job opportunities and recruitment processes
- Verifying your qualifications and credentials
- Improving our services and user experience
- Complying with legal obligations

3. Disclosure of Information:

We may share your personal information with:

- Employers and hiring managers for job applications and recruitment purposes
- Third-party service providers who assist us in providing our services
- Legal authorities when required by law or to protect our rights

We do not sell or rent your personal information to third parties for marketing purposes.

4. Data Security:

We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. These measures include encryption, secure server infrastructure, and regular security assessments.

5. Retention of Information:

We retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. If you wish to delete or modify your information, please contact us using the information provided below.

6. Your Choices and Rights:

You have the right to access, correct, or delete your personal information. You may also choose to opt-out of certain communications or data processing activities. Please contact us if you wish to exercise any of these rights.



7. Children's Privacy:

Our services are not intended for individuals under the age of 18. We do not knowingly collect personal information from children.

8. Changes to this Privacy Policy:

We may update this Privacy Policy from time to time. Any changes will be posted on our website, and your continued use of our services after the changes are made will indicate your acceptance of the revised policy.

9. Contact Us:

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Cranham Consultants Ltd. T/A Cranham Recruitment
128 City Road, London EC1V 2NX
enquiries@cranhamrecruitment.com
07842 381740

Effective Date: 19 March 2024

By using our services, you consent to the collection and use of your personal information as described in this Privacy Policy.

