

GDPR and Data Protection Policy

Purpose

This policy sets out how Ultimate Recruitment (Midlands) Ltd collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Scope

This policy applies to all employees, contractors, and third parties who process personal data on behalf of Ultimate Recruitment (Midlands) Ltd.

Data Protection Principles

We adhere to the following principles when processing personal data:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security) - Accountability

Data We Collect

We collect and process personal data including:

- Name, address, and contact details
- National Insurance number and right-to-work documentation
- Employment history and qualifications
- Bank account and payroll information
- Emergency contact details

Lawful Basis for Processing

We only process personal data where there is a lawful basis, including:

- The data subject has given consent
- Processing is necessary for the performance of a contract

- Compliance with a legal obligation
- Protection of vital interests
- Legitimate interests pursued by the company

Data Subject Rights

Data subjects have the following rights under GDPR:

- Right to be informed- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making and profiling

Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, alteration, disclosure, or destruction.

Data Breaches

In the event of a data breach, we will follow the procedures outlined by the Information Commissioner's Office (ICO), including breach notification where applicable.

Responsibilities

Christian Brown, Director of Ultimate Recruitment (Midlands) Ltd, is responsible for overseeing data protection compliance. All staff are required to understand and follow this policy.



Policy Review

This policy will be reviewed annually or in response to changes in legislation or business processes.

August 2026