

General Data Protection and Privacy (GDPR) Policy

1. Purpose

This General Data Protection and Privacy (GDPR) Policy outlines how Ultimate Recruitment collects, processes, stores, and protects personal data in compliance with applicable data protection laws, including the General Data Protection Regulation (GDPR) and other relevant data privacy legislation. The policy ensures that personal data is handled securely, transparently, and in a manner that respects individuals' privacy rights.

2. Scope

This policy applies to all personal data collected by Ultimate Recruitment from employees, job candidates, clients, suppliers, and any other individuals whose data we process. It covers both manual and electronic data processing within Ultimate Recruitment.

3. Data Collection and Usage

Ultimate Recruitment collects personal data for legitimate business purposes related to recruitment, employment, and business operations. Below is an overview of the types of data collected and how we use it:

3.1. Types of Personal Data Collected

The types of personal data we collect may include, but are not limited to:

- **Employee Data:** Name, contact details, job title, employment history, performance reviews, bank details (for payroll purposes), and emergency contact information.
- **Candidate Data:** Personal information provided during the recruitment process, including CVs, resumes, cover letters, references, interview notes, and application forms.
- **Client Data:** Contact details, company information, contracts, and communications with clients.
- **Supplier Data:** Contact information, contracts, and payment details.

3.2. Purposes for Collecting and Processing

Personal Data Personal data is collected and processed for the following purposes:

- **Recruitment:** To assess job candidates, conduct interviews, and process employment applications.
- **Employment Management:** To manage employee payroll, benefits, training, performance reviews, and compliance with labour laws.
- **Client and Supplier Relationships:** To fulfil contractual obligations, manage communications, and maintain business relationships.
- **Compliance:** To comply with legal and regulatory requirements, such as tax filings, employment records, and health and safety obligations.

3.3. Data Retention

We retain personal data for as long as necessary to fulfil the purposes outlined in this policy, or as required by law. Data will be securely deleted when it is no longer needed.

4. Data Protection Principles

Ultimate Recruitment is committed to complying with the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** Personal data will be processed in a lawful, fair, and transparent manner. We will inform individuals about the data we collect and how it will be used.
- **Purpose Limitation:** Personal data will only be collected for specific, legitimate purposes and not further processed in a way incompatible with those purposes.
- **Data Minimisation:** We will collect only the personal data necessary to achieve the intended purpose.
- **Accuracy:** We will take reasonable steps to ensure that personal data is accurate and kept up to date.
- **Storage Limitation:** Personal data will be kept for no longer than necessary and will be securely deleted when no longer required.
- **Integrity and Confidentiality:** Personal data will be processed securely to protect against unauthorised access, disclosure, and data breaches.

5. Data Subject Rights

Individuals whose personal data we process have certain rights under applicable data protection laws. These rights include:

- **Right to Access:** Individuals have the right to request access to their personal data held by Ultimate Recruitment.
- **Right to Rectification:** Individuals have the right to request the correction of inaccurate or incomplete personal data.
- **Right to Erasure:** In certain circumstances, individuals may request the deletion of their personal data.
- **Right to Restriction of Processing:** Individuals may request the restriction of processing their data in certain situations.
- **Right to Data Portability:** Individuals may request a copy of their personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** Individuals may object to the processing of their personal data for specific purposes, including direct marketing.
- **Rights Related to Automated Decision-Making:** Individuals have the right to object to decisions made solely based on automated processing, including profiling, where it significantly affects them.

To exercise any of these rights, individuals should contact our Data Protection Officer (DPO) using the contact details provided in section 7 of this policy.

6. Data Security Measures

Ultimate Recruitment is committed to ensuring the security of personal data. We have implemented the following measures to protect data from unauthorized access, alteration, or destruction:

- **Encryption:** All sensitive personal data is encrypted both in transit and at rest.
- **Access Controls:** Personal data is accessible only to authorised personnel who require access to fulfil their job responsibilities.
- **Regular Audits:** We perform regular data protection audits to ensure compliance with this policy and assess potential vulnerabilities.
- **Training and Awareness:** All employees receive ongoing data protection training to understand their responsibilities in safeguarding personal data.

7. Data Protection Officer (DPO)

Ultimate Recruitment has appointed a Data Protection Officer (DPO) to oversee our data protection practices and ensure compliance with applicable data protection laws. **DPO Contact Information:**

- **Name:** Julie Rider
- **Email:** julie@ultimaterecruitment.co.uk
- **Phone:** 0121 796 0990
- **Address:** 24 The Courtyard, Gorsey Lane, Coleshill, Birmingham, B46 1JA

The DPO is responsible for:

- Monitoring and ensuring compliance with this policy.
- Providing advice and guidance on data protection matters.
- Responding to data subject rights requests.
- Acting as the point of contact for data protection-related inquiries and concerns.
- Reporting data protection issues to senior management and regulatory authorities when required.

8. Third-Party Data Sharing

Ultimate Recruitment may share personal data with third-party service providers for the following purposes:

- **External Contractors:** For services such as payroll, benefits management, IT support, and recruitment agencies.
- **Legal Compliance:** When required to comply with legal obligations, such as tax filings, audits, or to protect the rights and safety of individuals.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, personal data may be transferred to the relevant third party.



We ensure that third parties with whom we share data comply with the necessary data protection and security standards, including through contractual agreements.

9. Data Breach Notification

In the event of a data breach that may affect the privacy or security of personal data, Ultimate Recruitment will:

- Notify the affected individuals if the breach poses a high risk to their rights and freedoms.
- Report the breach to the relevant data protection authority within 72 hours of becoming aware of the breach, if required by law.
- Take appropriate steps to mitigate any risks resulting from the breach and prevent further occurrences.

10. Compliance and Enforcement

Compliance with this DPR Policy is mandatory for all employees, contractors, and business partners.

Violations of this policy may result in disciplinary action, including termination of employment or business relationships, and may also lead to legal action.

Ultimate Recruitment reserves the right to update this policy periodically to ensure continued compliance with data protection laws. Any changes to this policy will be communicated to employees, clients, and other relevant parties.

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