



GDPR Privacy Policy

Last updated: 8th July 2025

Melior Recruitment is a UK-based recruitment business run by a sole trader. Melior Recruitment is committed to protecting your privacy and ensuring that your personal data is handled safely, transparently, and in compliance with the UK GDPR. Melior Recruitment is registered with the ICO.

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What data does Melior Recruitment collect, use, and why
- Where Melior Recruitment obtains personal information from
- Who does Melior Recruitment share information with
- How long does Melior Recruitment keep information
- Lawful basis
- Data protection rights
- How to complain

Who is Melior Recruitment

Melior Recruitment is operated by a sole recruiter. For all GDPR and data protection queries, please contact Karen Stacey:

karen@meliorrecruitment.co.uk

07503 838899

What Personal Data does Melior Recruitment Collect

Candidate Definition

A *candidate* is an individual who has expressed an interest in working with **Melior Recruitment** to explore new career opportunities. This typically involves the candidate providing us with their CV, either in response to a specific vacancy or proactively, so that Melior Recruitment can consider them for future roles that align with their skills and career goals.

Client Definition

A *client* is an individual representing an organisation that may have current or future



recruitment needs relevant to our candidates. This includes active clients Melior Recruitment is presently supporting, former clients we've worked with previously, and prospective clients who may require our services moving forward.

If you are a candidate, Melior Recruitment may collect:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Your CV, career history, and job preferences
- Education history (eg qualifications)
- Right to work information
- Any notes from our conversations or emails

Melior Recruitment also collects or use the following special category information for recruitment purposes. This information is subject to additional protection due to its sensitive nature: health information.

If you are a client, Melior Recruitment may collect:

- Your name, company name, and contact details
- Notes on hiring needs and recruitment discussions

This data is collected via email, website forms, phone calls, texts, previous employers, legal bodies (ie ACA) or platforms where information is publicly available.

Why Melior Recruitment Uses Your Data

Your data is used only for legitimate recruitment purposes, including:

- Introducing candidates to employers (with consent)
- Sharing suitable job opportunities with candidates
- Providing recruitment or career advice
- Maintaining professional relationships
- Obtaining references

Melior Recruitment relies on consent and legitimate interest as lawful basis for processing your data.



Who Melior Recruitment Shares Your Data With

- Your data is never sold.
- Candidate information is only shared with potential employers after you give your clear consent. Melior Recruitment will also only contact previous employers for references with permission.
- Client information is shared with candidates once the client has given their consent to hire.
- Melior Recruitment uses third-party tools (such as CRM or cloud storage) to help manage your data securely.

Data Retention

Candidate Data Retention

Candidate Type	Why We Keep It	Retention Period
Placed Permanent Candidate	For legal and audit purposes and future opportunities.	Up to 7 years after last contact.
Placed Temporary Candidate	For tax, legal, and compliance purposes (e.g. HMRC, client reporting).	Up to 7 years after last contact.
Active Candidate	You're in regular contact with us and want to hear about roles.	Reviewed annually.
Inactive Candidate	No contact for over 12 months but less than 5 years.	Deleted after 5 years of no contact.
Historic Candidate	No contact for over 5 years.	Deleted after 5 years of inactivity.

Client Data Retention

Client Type	Why We Keep It	Retention Period
Active Client	We're currently working with you or have recently done so.	While the relationship is active.
Inactive Client	For potential future work or legal record-keeping.	Deleted after 10 years of no contact.



How Your Data Is Protected

Your data is stored securely with:

- Password-protected devices
- Cloud-based systems with encryption
- Regular data backups
- No access to your data by unauthorised individuals
- Paper will be stored in a lockable filing cabinet

Data Breaches

If a data breach occurs that risks your personal rights or freedoms, Melior Recruitment will inform you and the ICO within 72 hours, as legally required.

Your Rights - Lawful basis and data protection rights

Under UK data protection law, Melior Recruitment must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about the lawful bases on the ICO’s website.

Which lawful bases Melior Recruitment relies on may affect your data protection rights, which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

Your right of access - You have the right to ask us for copies of your personal information. You can request other information, such as details about where Melior Recruitment gets personal information from and who Melior Recruitment shares personal information with. There are some exceptions, which means you may not receive all the information you ask for.

- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- Your right to erasure - You have the right to ask us to delete your personal information.
- Your right to restriction of processing - You have the right to ask us to limit how Melior Recruitment can use your personal information.
- Your right to object to processing - You have the right to object to the processing of your personal data.
- Your right to data portability - You have the right to ask that Melior Recruitment transfer the personal information you gave us to another organisation, or to you.
- Your right to withdraw consent – When Melior Recruitment uses consent as our lawful basis, you have the right to withdraw your consent at any time.



If you make a request, Melior Recruitment must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful basis for the collection and use of your data

Our lawful basis for collecting or using personal information for recruitment purposes are:

Consent - Melior Recruitment has permission from you after Melior Recruitment has provided you with all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Contract - Melior Recruitment has to collect or use the information so that Melior Recruitment can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Legal obligation - Melior Recruitment has to collect or use your information so that Melior Recruitment can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object, and the right to data portability.

To exercise your rights, contact me at karen@meliorrecruitment.co.uk.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>