

It is Britannia Recruitments policy to comply with data protection legislation. This privacy policy applies to www.britanniarecruitment.com and gives details on how information is collected and distributed.

Data protection legislation regulates the processing of information relating to you and various rights to your personal data.

Information we collect and Retain

We collect the personal and demographic information you choose to provide to us when visiting the site. We also collect information about how you use our site and the areas of our site that you visit by using Google Analytics, a web analytics service provided by Google, Inc. ("Google").

For more information visit: www.google.com/intl/en/analytics/privacyoverview.html

How your Information is used and shared

Information you post in public areas of the site or placed in the searchable CV database will be accessed, used, and stored solely by Britannia Recruitment as an Employment Agency.

We strive to provide a safe, secure environment by limiting access to our database only within Britannia Recruitment Services.

When you submit your CV for general applications, to apply for specific jobs

We use the information you provide to us to enable us to provide the work you are seeking; your details may be shared to Employers seeking information to place you in work for them as our Client. We may also share information for reference checking with third parties and carrying out criminal checks on behalf of our client. We would also share your details with payroll companies you have requested to use.

Data retention

We will retain your personal data for up to 36 months or 6 years if placed in employment for HMRC requests if needed.

Your choices and rights under GDPR legislations

You may review, correct, or delete the personal information you submit to us at any time.

Contact us

If you have any questions or concerns about our privacy practices please contact us below:

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T: 02476 666189

E: <u>Hitesh@britanniarecruitment.com</u>