Company Name:	VES Recruitment Ltd
Policy Name:	Privacy Policy
Date:	September 2026

PRIVACY NOTICE

VES Recruitment (”We”) are committed to protecting and respecting your privacy.

Any mention of “Our Group” means our subsidiaries, our ultimate holding company and its subsidiaries, our associated companies as defined in section 1159 of the UK Companies Act 2006 (our Group).

This notice together with out terms of use sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The UK General Data Protection Regulation (UK GDPR) (Regulation (EU) 2016/679) is a regulation which replaces the Data Protection Regulation (Directive 95/46/EC). The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

The Brexit transition period ended on 31 December 2020 and the UK has now officially left the EU. The UK GDPR has been directly incorporated into UK law sitting alongside the Data Protection Act 2018.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of data protection legislation in force from time to time the data controller is VES Recruitment of Suite 2, The Business Centre, Pentrebach, Merthyr Tydfil, CF48 4TQ.

Our nominated representative us Molly Elliott, Director.

Who we are and what we do

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Business Regulations 2003 (our business). We collect the personal data of the following types of people to allow us to undertake out business;

- Prospective and placed candidates for temporary roles;
- Prospective and lice client contacts
- Supplier contracts;

We collect information about you to carry out our core business and ancillary activities.

Information you give to us or we collect about you

This is information about you that you give us by filling in forms on our site (https://vesrecruitment.co.uk/contact/) or by corresponding with us by phone, e-email, job sites or social media. It includes information you provide when you register to use out site, to enter our database, subscribe to our services, attend our events, participate in discussion boards or with social media functions on our site, enter a competition, promotion or survey and when you report a problem with our site.

The information you give us or we collect about you may include your name, address, private and corporate e-mail address and phone number, financial information, compliance documentation and references verifying your qualifications and experience and your right to work in the United Kingdom, curriculum vitae and photograph, links to your professional profiles available in the public domain e.g. LinkedIn, X, business Facebook or corporate website.

Information we collect about you when you visit our website

Regarding each of your visits to our site we will automatically collect the following information:

Technical information, including Internet protocol (IP) address used to connect your computer to the Internet, your login information if applicable, browser type and version.

Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from out site (including date and time), lengths of visits to certain pages, page interaction information (such a clicks), and any phone number used to call our number.

Information we obtain from other sources

This is information we obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, personal recommendations and others). In this case we will inform you by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source the personal data originates from and where it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

We are working closely with third parties including sub-contractors in technical, professional, payment and other services, advertising networks, analytics providers and others. We may receive information about you from them for the purpose of our recruitment services and ancillary support.

Purposes of the processing and the legal basis for the processing

We use information held about you to provide our education and care recruitment services and to manage our relationships with candidates, temporary workers, clients and prospective clients. This includes:

- Responding to enquiries and discussing work or staffing requirements with you.
- Registering candidates, assessing their skills and experience, arranging interviews and completing onboarding.

- Carrying out relevant identity, qualification, reference, safeguarding and other checks required for the roles we recruit for.
- Matching candidates with suitable temporary assignments or permanent roles, introducing them to clients and managing placements.
- Communicating about bookings, availability, training, compliance requirements and other matters connected with our recruitment services.
- Managing agreements with clients and suppliers, and meeting our legal and regulatory obligations.
- Telling you about relevant opportunities or services, where we are permitted to do so.

The lawful basis we rely on depends on the purpose for which we use your information:

- **Legitimate interests:** We have a legitimate interest in operating and developing our recruitment business, helping candidates find suitable work and helping clients meet their staffing needs. We consider your interests and rights before relying on this basis.
- **Contract:** We use information where necessary to perform a contract with you or to take steps at your request before entering into one. A contract with your organisation does not, by itself, make *contract* the lawful basis for processing an individual contact's personal information.
- **Legal obligation:** We use information where necessary to comply with a duty imposed by law.
- **Consent:** We rely on consent for specific activities where it is the appropriate lawful basis. Where we do, we will explain what you are agreeing to and how you can withdraw your consent.

We will send marketing emails or text messages only where permitted by the applicable rules. Where consent is required, we will ask for it. You can opt out of marketing communications at any time.

Our legitimate interests

As a recruitment agency, VES Recruitment introduces candidates to schools, care providers and other clients for temporary assignments or permanent roles. To do this, we need to hold appropriate information about candidates and client contacts, communicate with them, and share relevant candidate information with clients when considering a placement.

We maintain records of candidates' skills, experience, qualifications, preferences, availability and recruitment history so that we can identify suitable opportunities and provide an effective service over time. We also keep information about client contacts, their organisations and staffing requirements so that we can respond to requests and maintain our working relationships.

To develop our services, we may contact prospective candidates who have expressed an interest in working with us and relevant contacts at organisations that may need staffing support. We record those interactions so that we can respond to enquiries, avoid unnecessary repeat contact and keep our information accurate.

We also have a legitimate interest in providing support connected with our recruitment services, such as discussing suitable roles, arranging relevant training, managing assignments and responding to feedback or concerns. We use only the information needed for those purposes and consider the impact on the people involved.

Where we process health information or other special category data, or information about criminal offences, we identify an additional condition under data protection law where required. Our use of that information is limited to relevant purposes, such as assessing suitability for a role, making appropriate adjustments or completing required checks.

Other uses we will make of your data:

We may also use your information to:

- Operate, maintain and secure our website and recruitment systems, including troubleshooting and testing.
- Understand how our website and services are used and improve the information we provide.
- Respond to enquiries and notify you about changes to our services.
- Enable features you choose to use, such as online applications and registration forms.
- Analyse our services and gather feedback, including through surveys.

If we use website analytics or advertising technologies, we will explain these in our cookie information and ask for consent where required.

Automated decision making

We may use our recruitment systems to search and sort candidate records using criteria such as qualifications, experience, location and availability. A member of the VES team reviews suitability and makes decisions about progressing candidates and putting them forward for roles. We do not make decisions about candidates that have a legal or similarly significant effect based solely on automated processing.

Do you have to provide us with personal information?

You can choose whether to provide us with personal information. However, we need certain information to register you, assess your suitability for work, complete relevant checks and provide recruitment services. If you do not provide that information, we may be unable to progress your registration or offer you assignments.

You can ask us to correct or delete information, or to restrict or object to certain uses of it. These rights depend on the circumstances, and we may need to retain or use some information to meet legal obligations or handle a legal claim. We will explain our decision if we cannot fulfil a request in full.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie notice https://vesrecruitment.co.uk/.

Disclosure of your information inside and outside of the UK

We may share your personal information with selected third parties where necessary to provide our recruitment services, operate our business or meet our legal obligations. These may include:

- Schools, care providers and other clients, when introducing a candidate, arranging an interview or placement, or managing an assignment.
- Candidates and temporary workers, when providing information needed to consider a role, attend an interview or carry out an assignment.
- Recruitment, onboarding and compliance providers, including providers of systems we use to manage applications, registration, documents, checks and bookings.
- Other service providers, such as IT, website hosting, email, communications, payroll, accounting and payment providers, where they need information to deliver services to us.
- Organisations involved in relevant checks, such as referees, qualification or professional registration bodies, identity verification providers and DBS processing providers.
- Professional advisers, insurers, regulators and public authorities, where sharing is necessary for advice, insurance, safeguarding, legal claims or compliance with a legal obligation.

We share only the information needed for the relevant purpose. We may also disclose personal information if VES Recruitment sells or buys a business or assets, or if our business is acquired, subject to appropriate confidentiality and data protection arrangements.

Some organisations process information on our behalf under our instructions. Others, including clients who receive candidate information, may use that information as independent data controllers and are responsible for identifying their own lawful basis for doing so.

Some of our service providers may store or access information outside the UK. Where a transfer is subject to UK data protection rules, we will use an applicable adequacy decision, appropriate safeguards or another permitted transfer mechanism. You can contact us for further information about transfers affecting your personal information.

Where we store and process your personal data

We store and process personal information using our recruitment, onboarding, communications and other business systems. Access is limited to people who need the information for their work, including authorised VES staff and relevant service providers.

Some service providers may store or access personal information outside the UK. Where this involves a transfer subject to UK data protection rules, we will ensure that an applicable adequacy decision, appropriate safeguards or another permitted transfer mechanism is in place. You can contact us for further information about the safeguards that apply to your information.

It may/will also be processed by staff operating outside the UK who work for us or for one of our suppliers. This includes staff engaged in, among other things, our recruitment services and the provision of support services. By submitting your personal data, you agree to this processing.

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, alteration and disclosure. Where you are given login details for a VES

service, please keep them confidential and tell us if you believe someone else has accessed your account.

Retention of your data

We understand our legal duty to retain accurate data and only retain personal data for as long as awe need it for our legitimate interests and that you are happy for us to do so. Accordingly, we have a data retention notice and run data routines to remove data that no longer have legitimate interest in maintaining.

We do the following to try and ensure that the data we hold on you is accurate:

- Our onboarding platform enables you to manage your data and to review whether the details we hold about you are accurate.
- Prior to making an introduction we check that we have accurate information about you;
- We keep in touch with you so you can let us know of any changes to your personal data;
- We ask that certain personal data documents are up to date annually.

We segregate out data so that we keep different types of data for different time periods. The criteria we use to determine whether we should retain your personal data include:

- The nature of the personal data;
- Its perceived accuracy;
- Our legal obligations;
- Whether an interview or placement has been arranged;
- Our recruitment expertise and knowledge of the industry by county, sector and job role.

We may store and handle your data in the following ways:

- We may archive part of your personal data, retain it on our financial systems only or delete part of the data from our main Customer Relationship Manager (CRM) systems.
- We may pseudonymise parts of your data, particularly following a request for restriction or erasure of your data, to ensure that we do not re-enter your personal data on to our database, unless requested to do so.

For your information, Pseudonymised Data is created by taking identifying fields within a database and replacing them with artificial identifiers, or pseudonyms.

Our current retention notice is available upon request.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for marketing purposes or if we intend to disclose your information to any third party for marketing purposes. We will collect express consent from you, if legally required, prior to using your personal data for marketing purposes.

You can exercise your right to accept or prevent processing for marketing purposes by checking the boxes on the forms we provide you when we collect your data. You can also exercise the right to not have your data used for marketing purposes at any time by contacting us compliance@vesrecruitment.co.uk.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliate. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

The UK GDPR provides you with the right to:

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party in certain formats, if practicable.
- **Make a complaint** to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: https://ico.org.uk/concerns/.

Access to Information

The Data Protection Act 2018 and the UK GDPR give you the right to access information held about you. We also encourage you to contact us to ensure your data is accurate and complete. Your right of access can be exercised in accordance with the Act and the UK GDPR.

A subject access request should be submitted to mollyelliott@vesrecruitment.co.uk. No fee will apply unless the requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character. In such circumstances, we may charge a fee or refuse to act on the request.

Changes to our Privacy Notice

Any changes we make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to mollyelliott@vesrecruitment.co.uk.