



PROGRESS PERSONNEL

Privacy Policy

This privacy policy sets out how Progress Personnel Ltd (company number 6133787) uses and protects any information that you give Progress Personnel Limited when you register with us as a candidate, approach us to find you a new role or we headhunt you as part of a search process.

Progress Personnel Limited may change this policy from time to time. You should check our policy from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

What we collect

We collect the following information from recruitment job boards & our own registration process:

- Name.
- Partial or Full Address
- Email address.
- Telephone/mobile numbers.
- Work History.
- Salary information
- Passport details needed to process a visa and/ or identify you

What we do with the information we gather.

We require this information to understand your needs and provide you with a better service, and in particular for

the following reasons:

- Internal record keeping.
- To offer skill and location relevant career opportunities only.

Timeframes

We will keep details on file for up to 12 months after our last contact with you. After that time all details and records will be deleted. If you would like your details to be deleted more quickly please contact us.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following way:

If you would like your details to be removed from our system you may do at any time by emailing us stating that you'd like to be removed.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect.

Please contact us by emailing helen@progresspersonnel.co.uk