

Candidate Privacy Notice

At Taylor Hopkinson (“we”, “us”, “our”), we are committed to protecting your privacy. This notice explains how we collect, use, store and protect your personal information when you apply for roles through us. It applies only to **candidates** and potential candidates.

What information we collect

We may collect and process the following information about you:

- Contact details (name, address, phone number, email)
- Your CV, employment history, education, skills, and qualifications
- References from former employers
- Identification details (such as National Insurance number, right to work information)
- Information you provide during interviews or assessments
- Special categories of data where necessary (e.g. health information for reasonable adjustments, or diversity monitoring where permitted)
- Criminal offence data where legally required and relevant to the role

How we use your information

We use your personal data to:

- Match your skills and experience to suitable job opportunities
- Communicate with you about roles, applications, and recruitment processes
- Share your details with clients who may wish to consider you for employment
- Meet legal and regulatory requirements (e.g. right to work checks)
- Keep records of our recruitment activities

We will only collect and use your data where we have a lawful basis under UK GDPR and the Data Protection Act 2018. This may include your consent, compliance with legal obligations, or our legitimate interest in providing recruitment services.

Who we share your data with

We may share your information with:

- Clients who are considering you for a role
- Referees you have provided
- Background checking or testing providers (where applicable)
- Regulators or authorities where required by law

We do not sell your personal data to third parties.

International transfers

Where we work with clients or partners outside the UK/EEA, we will ensure appropriate safeguards are in place to protect your data in line with data protection law.

How long we keep your data

We will retain your personal data only for as long as necessary for recruitment purposes. If we are unable to place you in a role, we may keep your details to allow us to inform you of future opportunities, unless you ask us to remove them.

Your rights

You have the following rights under data protection law:

- To be informed about how your data is used
- To access a copy of your data
- To correct inaccuracies in your data
- To request deletion of your data
- To restrict or object to processing of your data
- To request transfer of your data to another service provider
- To withdraw your consent at any time (where processing is based on consent)
- To exercise your rights, please contact us using the details below.

Data security

We use technical and organisational measures to keep your data safe, and we only allow access where it is necessary and lawful.

Contact us:

If you have any questions or concerns about how your data is used, please contact our Data & Compliance Manager:

enquire@taylorhopkinson.com

+44 141 468 4900