

# PRIVACY POLICY

---

Hollyfield Personnel Ltd is committed to protecting your personal information in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR). We respect the privacy of every individual who visits our website, and take very seriously the security of their information. The purpose of this Privacy Policy is to establish the principles governing our use of personal information that we collect about you, so please read carefully.

## Personal information

---

Hollyfield Personnel Ltd collects and stores personal information, such as your name, email address and any other relevant information from your CV, which you have provided us with via our website. The information submitted will be stored in our central database, and will be accessible by our internal recruitment consultants. At the point you submit this information; you as an individual are consenting to us holding this information.

Personal data will be used by Hollyfield Personnel Ltd in order to provide a service to you and build up a business relationship. The data is used with the intention to match your details with job vacancies, and therefore supports us in finding a suitable position for you. Occasionally we may use your data to contact you about information we think you might be interested in, using the contact details you have provided.

Such personal data is needed to fulfil contractual obligations with our clients. Please be aware we require candidate consent at registration level before we can pass personal information to a third party (our clients). Please also be aware we are required to disclose your information where we are permitted and requested to do so by law.

## Security of your personal data

---

Hollyfield Personnel Ltd will take thorough precautions to prevent the loss or misuse of your personal information. We will keep all personal information you provide us with, under securely password protected servers.

## Your rights

---

As an individual, you have the right to instruct us to provide you with details of any personal information we may hold about you. You are entitled to have your personal data rectified if it is inaccurate or incomplete. If you would like to make a request for such information, please contact Hollyfield Personnel Ltd directly. Please let us know as soon as possible if the personal information which we hold about you is incorrect and needs updating.

## Removal of personal information

---

As an individual, you can request the removal of personal data at any time where there is no compelling reason for its continued processing. All personal information will be kept on our database for as long as believed to be necessary. Hollyfield Personnel Ltd aims to hold personal data for 2 years. After 2 years of non-usage, if you do not indicate to us that you wish your details to be retained on our database, we will then remove all details we hold against you.

## Policy amendments

---

We may need to update our privacy policy by posting a new version on our website. This may change at any time, so we would recommend you check this page intermittently, to ensure you have read the latest statement and are happy with any changes.