

## Privacy Notice

April 2025

AGS Recruitment is committed to protecting and respecting your privacy. This Privacy Notice outlines how we collect, use, store, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other applicable data protection laws.

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### 1. Who We Are

AGS Recruitment is a recruitment agency that provides temporary and permanent staffing solutions across various industries. Our registered office is at:  
[Insert Full Business Address]

For the purpose of the UK GDPR, we act as the "data controller" of your personal information.

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### 2. What Data We Collect

We may collect and process the following types of personal data:

#### For Candidates:

- Full name, address, email, and contact details
- Date of birth
- CVs, education history, qualifications, employment history
- Right to work documentation
- National Insurance number
- Bank details (for payroll purposes)
- References and background check results
- Interview notes and communication history

#### For Clients:

- Contact names, job titles, and business contact details
- Job descriptions and staffing requirements
- Contractual correspondence

#### For Website Users:

- IP address, browser type, pages visited (via cookies or analytics tools)
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### 3. How We Use Your Data

We process your personal data for the following purposes:

- Matching candidates with suitable job opportunities
- Facilitating recruitment processes on behalf of clients

- Conducting background and reference checks
  - Complying with legal and contractual obligations
  - Managing payroll and administrative duties (for temporary workers)
  - Communicating with you about job opportunities, services, or legal updates
  - Improving our website and services
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#### 4. Legal Basis for Processing

We rely on the following legal bases:

- **Contractual necessity** – to take steps at your request before entering into a contract or to fulfil contractual obligations.
  - **Legal obligation** – to comply with laws, such as right to work checks and tax reporting.
  - **Legitimate interests** – to operate our business and provide recruitment services.
  - **Consent** – where required, for example in direct marketing communications.
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#### 5. Sharing Your Data

We may share your personal data with:

- Prospective and current employers (clients)
- Background screening and reference check providers
- Payroll and accounting service providers
- IT and cloud service providers
- Regulatory bodies or law enforcement, if legally required

We ensure all third parties respect your data and comply with data protection laws.

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#### 6. Data Retention

We retain personal data for as long as necessary for the purpose it was collected, or as required by law. Typically:

- Candidate records: 2 years after last contact (unless consent is renewed)
  - Client contact records: 6 years after the last engagement
  - Payroll and financial data: 6 years (for HMRC compliance)
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#### 7. Your Rights

Under the GDPR, you have the right to:

- Access your personal data
- Request rectification of inaccurate data
- Request erasure of your data (where applicable)
- Restrict or object to processing
- Data portability

- Withdraw consent (where processing is based on consent)
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise these rights, please contact us using the details below.

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## **8. Data Security**

We implement appropriate technical and organisational measures to protect your data from unauthorised access, loss, or misuse.

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## **9. International Transfers**

We do not routinely transfer your data outside the UK. If this becomes necessary, we will ensure appropriate safeguards are in place in accordance with data protection law.

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## **10. Contact Us**

If you have questions or concerns about this Privacy Notice or how your data is handled, please contact:

### **AGS Recruitment**

Email: [info@agsrecruitment.co.uk](mailto:info@agsrecruitment.co.uk)

Phone: 0207 3361281

Address: AGS, 178/179, Cannon Workshops, Cannon Drive, Hertsmere Road, London E14 4AS.

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## **11. Changes to this Privacy Notice**

We may update this Privacy Notice from time to time. We encourage you to review it periodically. Changes will be posted on our website and where appropriate, notified to you directly.