



Privacy Notice

1. Introduction

Dexters Recruitment Ltd is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, use, and protect personal data about you during the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR).

2. Data Controller

Dexters Recruitment Ltd is the data controller. Our contact details are:

Address: 43 North Quay, Great Yarmouth, NR30 1JE

Email: ryan@dextersgy.co.uk

Phone: 01493 718696

3. What Information We Collect

We may collect, store, and use the following categories of personal information about you:

- Name, address, and contact details (email, phone number)
- CV, cover letter, and application information
- Details of qualifications, skills, experience, and employment history
- Interview notes and assessment results
- Information about your right to work in the UK
- Equal opportunities monitoring data (e.g., gender, ethnicity, disability) – where collected, this is anonymised and used for statistical purposes only

4. How We Collect Your Information

We collect personal information about candidates from the following sources:

- Directly from you during the application process
- From recruitment agencies
- From referees
- From publicly available sources, such as LinkedIn
- From background check providers (where applicable)

5. Why We Use Your Personal Data

We use your personal data to:

- Assess your suitability for the role
- Communicate with you about your application
- Conduct interviews and assessments
- Verify your information and carry out background and reference checks (where applicable)
- Comply with legal or regulatory requirements

6. Legal Basis for Processing

We process your personal data on the following legal bases:

- To take steps prior to entering into a contract with you
- To comply with our legal obligations
- For our legitimate interests in managing recruitment, provided your rights do not override those interests
- Where applicable, with your consent (e.g. for equal opportunities monitoring)

7. Sharing Your Data

We may share your data with:

- Internal teams involved in the recruitment process
- Recruitment agencies acting on our behalf
- Background check and reference providers
- Legal and professional advisers

We do not transfer your data outside the UK or EEA without ensuring appropriate safeguards.

8. Data Retention

We will retain your data for up to 36 months after the recruitment process ends. If you do not wish for future work finding services please let us know and we will remove your details from our records. For further information please refer to our Data Retention Policy

9. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure of your data (in certain circumstances)
- Object to or restrict our processing (in certain cases)
- Lodge a complaint with the Information Commissioner's Office (ICO)

10. Contact Us

If you have any questions or wish to exercise your rights, please contact:

Data Protection Officer: Ryan Todd, Lisa Woods

Email: ryan@dextersgy.co.uk lisa@dextersgy.co.uk