

# GDPR DATA PROTECTION

(2024 - 2025)



## 1. Introduction

Snap Hire is committed to protecting and respecting your privacy. This Data Protection Policy explains how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and other applicable data protection laws.

## 2. Purpose of the Policy

This policy outlines our approach to data protection and our commitment to safeguarding personal data. It applies to all employees, contractors, and third parties who handle personal data on behalf of Snap Hire

## 3. Definitions

- Personal Data: Any information relating to an identified or identifiable natural person (data subject).
- Processing: Any operation or set of operations performed on personal data, including collection, storage, use, transfer, and deletion.

## 4. Data We Collect

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

Candidates: Name, contact details, CVs, work history, qualifications, references, and any other information provided during the recruitment process.

Clients: Company details, contact information, and contractual information.

Employees: Personal details, employment history, payroll information, and performance data.

## **5. Legal Basis for Processing Personal Data**

We process personal data based on the following legal grounds:

**Consent:** Where you have given clear consent for us to process your personal data for a specific purpose.

**Contractual Necessity:** Where processing is necessary for the performance of a contract with you or to take steps at your request before entering into a contract.

**Legal Obligation:** Where we need to comply with a legal or regulatory obligation.

**Legitimate Interests:** Where it is necessary for our legitimate interests, and your interests and fundamental rights do not override those interests.

## **6. How We Use Personal Data**

We may use personal data for the following purposes:

To provide recruitment services to candidates and clients.

To communicate with candidates and clients regarding job opportunities and recruitment processes.

To comply with legal and regulatory obligations.

To improve our services and ensure quality control.

## **7. Data Retention**

We will retain personal data only for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Specific retention periods will be established based on the type of data and the legal obligations applicable.

## 8. **Data Security**

We take the security of personal data seriously and implement appropriate technical and organizational measures to protect it against unauthorized access, loss, or damage. All staff are trained in data protection and confidentiality.

## 9. **Data Sharing and Transfers**

We do not sell, trade, or otherwise transfer personal data to outside parties without your consent, except as required by law or as necessary to provide our services. In some cases, we may share personal data with trusted third parties, such as:

Clients for recruitment purposes.

Service providers who assist us in conducting our business (e.g., IT services, payroll providers).

Regulatory authorities as required by law.

## 10. **Your Rights**

Under the UK GDPR, you have the following rights regarding your personal data:

The right to access your personal data.

The right to rectify inaccurate or incomplete personal data.

The right to erasure of your personal data (the "right to be forgotten").

The right to restrict processing of your personal data.

The right to data portability.

The right to object to processing of your personal data.

To exercise any of these rights, please contact us using the contact information provided below.

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## **11. Changes to This Policy**

We may update this Data Protection Policy from time to time to reflect changes in our practices or applicable laws. We will notify you of any significant changes and encourage you to review this policy periodically.

## **12. Contact Us**

If you have any questions or concerns about this Data Protection Policy or our data protection practices, please contact us at:

Email Address: [Contactus@snap-hire.co.uk](mailto:Contactus@snap-hire.co.uk)

## **13. Acknowledgment**

By using our services, you acknowledge that you have read and understood this Data Protection Policy