



[Privacy & cookie policy](#)

PRIVACY NOTICE

Allcroft Associates ("We") are committed to protecting and respecting your privacy.

Our company means as defined in section 1159 of the UK Companies Act 2006 (our company) Allcroft Associates Ltd, Georgian House, 3-5 Hotspur St, Alnwick, NE66 1QE.

Any emailed notice, together with any contract or email you receive and our website, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) has replaced the Data Protection Regulation (Directive 95/46/EC). The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Your rights under the GDPR are set out in this notice. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purposes of data protection legislation the data controller is Allcroft Associates Ltd, Georgian House, 3-5 Hotspur St, Alnwick, NE66 1QE Email: jim@allcrofta.com

Our nominated representative is Jim Allcroft.

Who we are and what we do

We are a recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). We collect the personal data of the following types of people to allow us to undertake our business;

Prospective and placed candidates for permanent or temporary roles;

Prospective and live client contacts;

Supplier contacts to support our services;

Employees, consultants, temporary workers;

Other contacts.

We collect information about you to carry out our core business and ancillary activities.

information you give to us or we collect about you.

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This is information about you that you provide to us by forwarding your Curriculum Vitae, job application or alternative job seeking profile, through email or subsequently in the completion of any progression of a contract with or organised through Allcroft Associates.

The information you give us or we collect about you may include your name, address, private and corporate e-mail address and phone number, financial information, compliance documentation and references verifying your qualifications and experience and your right to work in the United Kingdom, curriculum vitae and photograph, links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website

Information we collect about you when you visit our website.

With regard to each of your visits to our site we do not automatically collect information.

Information we obtain from other sources.

This is information we obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card, personal recommendations. In this case we will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact we hold personal data about you, the source the personal data originates from and whether it came from publicly accessible sources, and for what purpose we intend to retain and process your personal data.

We are working closely with third parties including business partners, sub-contractors in technical, professional, payment and other services, advertising networks, analytics providers, search information providers, credit reference agencies, professional advisors. We may receive information about you from them for the purposes of our recruitment services and ancillary support services.

Purposes of the processing and the legal basis for the processing

We use information held about you in the following ways:

To carry out our obligations arising from any contracts we intend to enter into or have entered into between you and us and to provide you with the information, products and services that you request from us or we think will be of interest to you because it is relevant to your career or to your organisation.

The core service we offer to our candidates and clients is the introduction of candidates to our clients for the purpose of temporary or permanent engagement. However, our service expands to supporting individuals throughout their career and to supporting businesses' resourcing needs and strategies.



Our legal basis for the processing of personal data is legitimate interest, described in more detail below, although we will also rely on contractual necessity, legal obligation and consent for specific uses of data.

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

We will rely on legal obligation if we are legally required to hold information on to you to fulfil our legal obligations.

We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required.

Our Legitimate Business Interests

Our legitimate interests in collecting and retaining your personal data is described below:

As a recruitment business and recruitment agency we introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental, essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs we require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

Consent

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

We may as part of the process need to contact credit reference agencies, our insurance broker, compliance partners and other sub-contractors for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you. We will seek explicit and separate consent for this.

To maintain, expand and develop our business we record the personal data of prospective candidates and client contacts for 5 years. We will also seek your consent to do this.

Other Uses we will make of your data:



We do not undertake automated decision making or profiling. We do use our computer systems to search and identify personal data in accordance with parameters set by a person.

A person will always be involved in the decision making process.

Cookies

We have set up a Cookies Acceptance bar on our website and ask for acceptance from all visitors to the site to use Cookies before proceeding.

Disclosure of your information inside and outside of the EEA

We will disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets. If Allcroft Associates or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation

The lawful basis for the third party processing will include:

Their own legitimate business interests in processing your personal data, in most cases to fulfil their internal resourcing needs; satisfaction of their contractual obligations to us as our data processor; for the purpose of a contract in place or in contemplation; to fulfil their legal obligations.

Where we store and process your personal data

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Retention of your data

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and that you are happy for us to do so. Accordingly, we have a data retention notice (and run data routines to remove data that we no longer have a legitimate business interest in maintaining)

Email records in association to a candidate are retained as long as the candidate role is active and then deleted with reliance on the CRM as an archived record.

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We do the following to try to ensure our data is accurate and would ask that you contact us if anything of significance changes in the information that we hold for you.

We look to hold personal information for 5 years after which time we will delete the information if we have not contacted you in the meantime if we have found a role that may be suitable for you. Prior to making an introduction in relation to this role we check that we have accurate information about you and that you are interested in being introduced.

If you engage in a contract, permanent or contract, through ourselves we are legally obliged to hold to this information for 6 years after your contract commences so in this instance the period would be slightly longer.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes and we will collect express consent from you if legally required prior to using your personal data for marketing purposes.

You can exercise your right to accept or prevent such processing by emailing Allcroft Associates Ltd, Georgian House, 3-5 Hotspur St, Alnwick, NE66 1QE Email: jim@allcrofta.com

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

The GDPR provides you with the following rights. To:

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.



Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party in certain formats, if practicable.

Make a complaint to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>

Access to information

The Data Protection Act 1998 and the GDPR give you the right to access information held about you. We also encourage you to contact us to ensure your data is accurate and complete.

Your right of access can be exercised in accordance with the Act (and the GDPR once it is in force.)

A subject access request should be submitted to: jim@allcrofta.com

Changes to our privacy notice

Any changes we make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to Allcroft Associates Ltd, Georgian House, 3-5 Hotspur St, Alnwick, NE66 1QE Email: jim@allcrofta.com