

Privacy Policy

Last updated: 06/02/2026

1. Introduction

Apex Recruitment Group Limited (“we”, “us”, “our”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store, and protect personal data when you use our website or engage with us in relation to recruitment services.

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Company name: Apex Recruitment Group Limited

Registered address: 144 James Smith Court, Dartford, Kent, DA1 5XL

Email: contact@apexrecruitmentgroup.co.uk

ICO Registration Number: [Add once registered]

We operate as an employment agency, sourcing and introducing candidates to client organisations.

3. What Personal Data We Collect

Candidates:

- Name, address, email address, phone number
- CVs, employment history, qualifications, skills
- Salary expectations and job preferences
- Interview notes and feedback
- Right to Work information (where applicable)

- References (with consent)

Clients / Business Contacts:

- Name, job title, company name
- Business contact details
- Communications and meeting notes

Website Users:

- IP address
- Browser type and usage data (via cookies)

4. How We Collect Your Data

We collect personal data when you:

- Submit information via our website
- Send us your CV by email or LinkedIn
- Speak to us by phone
- Engage with us as a client or candidate
- Interact with our website (cookies)

5. How We Use Your Data

We use personal data to:

- Provide recruitment and introduction services
- Match candidates with suitable roles
- Communicate with candidates and clients
- Arrange interviews and manage recruitment processes
- Comply with legal and regulatory obligations
- Improve our website and services

We do not sell personal data to third parties.

6. Legal Basis for Processing

We rely on the following lawful bases:

- Consent
- Legitimate interests
- Contractual necessity
- Legal obligation

7. Sharing Your Data

We may share personal data with:

- Prospective employers (with candidate consent)
- Professional advisers
- Regulatory bodies where legally required

8. Data Storage & Security

We take appropriate technical and organisational measures to protect personal data.

Data is stored securely within the UK or approved jurisdictions.

9. How Long We Keep Your Data

- Candidate data: up to 24 months from last meaningful contact
- Client data: up to 6 years for business and accounting purposes

10. Your Rights

You have the right to access, correct, delete, restrict or object to processing of your data.

Contact us at: contact@apexrecruitmentgroup.co.uk

11. Cookies

Our website may use cookies to improve user experience.

You can control cookies through browser settings.

12. Complaints

If you are unhappy with how we handle your data, you may complain to:

Information Commissioner's Office (ICO) – <https://www.ico.org.uk>

13. Changes to This Policy

We may update this Privacy Policy from time to time.