

Data Protection Policy

Last updated: 06/02/2026

1. Purpose

This Data Protection Policy outlines how Apex Recruitment Group Limited complies with data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to protecting personal data and handling it responsibly, transparently, and securely.

2. Scope

This policy applies to:

- Personal data collected via our website
- Candidate and client data
- Any personal data processed as part of our recruitment activities

3. 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 providing recruitment introduction services.

4. What Is Personal Data

Personal data means any information relating to an identifiable individual, including:

- Names and contact details
- Employment history and qualifications
- CVs and interview notes
- Online identifiers such as IP addresses

5. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Consent
- Legitimate interests
- Contractual necessity
- Legal obligation

6. How We Protect Personal Data

We take appropriate technical and organisational measures to protect personal data, including:

- Secure systems and password protection
- Restricted access to personal data
- Secure storage of electronic records
- Regular review of data handling practices

7. Data Sharing

Personal data may be shared with:

- Client organisations for recruitment purposes (with candidate consent)
- Professional advisers (e.g. accountants, legal advisers)
- Regulatory bodies where required by law

We do not sell personal data to third parties.

8. Data Retention

We retain personal data only for as long as necessary:

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

Data is securely deleted when no longer required.

9. Individual Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of their data
- Object to or restrict processing
- Request data portability

Requests should be made to: contact@apexrecruitmentgroup.co.uk

10. Data Breaches

Any suspected personal data breach will be investigated promptly.

Where required, breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours.

11. Cookies and Website Data

Our website may use cookies to collect limited usage data.

Users can control cookie settings through their browser.

12. Policy Review

This policy is reviewed regularly and updated where necessary to ensure continued compliance with data protection laws.