

## Privacy Notice

**Gilcroft Global Search Ltd**

**Effective Date:** 5<sup>th</sup> May 2026

**Last Updated:** 5<sup>th</sup> May 2026

Gilcroft Global Ltd ("Gilcroft Global", "we", "us", or "our") is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use, store, and protect personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This notice applies to:

- Job candidates and contractors
- Client contacts
- Referees
- Suppliers
- Visitors to our website

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### 1. Data Controller

The **data controller** responsible for your personal data is:

**Gilcroft Global Ltd**

Registered in England & Wales

Company Number: [Insert company number]

Registered Address: [Insert registered address]

For any data protection queries please contact:

Email: [smycroft@gilcroftglobal.com](mailto:smycroft@gilcroftglobal.com)

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### 2. ICO Registration

Gilcroft Global Ltd is registered with the **Information Commissioner's Office (ICO)** in the United Kingdom and complies with applicable UK data protection legislation.

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### **3. Personal Data We Collect**

We may collect, store and process the following categories of personal data.

#### **Candidate Data**

- Full name
- Contact details (email address, telephone number, postal address)
- CV / résumé
- Employment history
- Education and qualifications
- Skills and professional experience
- Salary expectations
- Interview notes
- References
- Right-to-work documentation
- Identification information
- Availability and employment preferences

Where relevant, we may also collect:

- nationality / visa status
- professional certifications
- work eligibility documentation

#### **Client Data**

- Name
- Job title
- Company details
- Business contact information
- Recruitment requirements
- Communications and correspondence

#### **Referee Data**

- Name

- Job title
- Company
- Contact information
- Reference details

### **Website Data**

When you visit our website we may collect:

- IP address
  - Browser type
  - Device information
  - Pages visited
  - Cookies and analytics data
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### **4. Special Category Data**

In limited circumstances we may process **special category data**, such as:

- diversity or equal opportunity information
- disability information relevant to workplace adjustments

This information is only processed where:

- you have provided it voluntarily
  - it is required for equal opportunity monitoring
  - we have a lawful basis under UK GDPR
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### **5. How We Collect Personal Data**

We may collect data through:

- CV submissions
- job applications
- recruitment platforms and job boards
- professional networking sites (such as LinkedIn)
- direct communication with candidates
- referrals

- client submissions
  - website contact forms
  - cookies and analytics technologies
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## **6. How We Use Personal Data**

We process personal data for the following purposes:

### **Recruitment Services**

- identifying suitable candidates for job opportunities
- presenting candidate profiles to prospective employers
- arranging interviews
- conducting reference checks
- managing recruitment processes

### **Client Services**

- managing recruitment assignments
- communicating with clients
- fulfilling contractual obligations

### **Business Administration**

- maintaining business records
- managing supplier relationships
- internal reporting and management

### **Marketing and Business Development**

- informing candidates about job opportunities
- informing clients about recruitment services

You may opt out of marketing communications at any time.

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## **7. Lawful Basis for Processing**

Under UK GDPR we rely on the following lawful bases:

### **Legitimate Interests**

Processing necessary for our recruitment business activities, including:

- identifying candidates for job opportunities
- contacting candidates regarding relevant roles
- maintaining relationships with clients

### **Contractual Necessity**

Processing necessary to perform recruitment services requested by candidates or clients.

### **Legal Obligations**

Processing required to comply with legal requirements such as employment, tax, and right-to-work verification.

### **Consent**

Where required, we rely on consent for certain marketing communications.

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## **8. Sharing Your Personal Data**

We may share personal data with:

- client organisations considering candidates for employment
- recruitment platforms and applicant tracking systems
- IT service providers
- professional advisors (legal, financial)
- background checking providers (where required)
- regulatory authorities or law enforcement where required by law

All third parties are required to respect the security of personal data and process it in accordance with data protection laws.

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## **9. International Data Transfers**

Gilcroft Global may place candidates with organisations located outside the United Kingdom.

Where personal data is transferred internationally, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
  - Standard Contractual Clauses
  - legally approved data transfer mechanisms
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## 10. Data Retention

We retain personal data only for as long as necessary to fulfil recruitment services and legal obligations.

Typical retention periods include:

<b>Data Type</b>	<b>Retention Period</b>
Candidate records	Up to 2 years after last meaningful contact
Client records	Duration of business relationship plus legal retention requirements
Financial records	Up to 6 years to comply with tax regulations

After the retention period, personal data will be securely deleted or anonymised.

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## 11. Data Security

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

- secure IT systems
- access controls
- password protection
- secure storage
- staff confidentiality obligations

These measures are designed to prevent unauthorised access, disclosure, alteration, or destruction of personal data.

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## 12. Automated Decision Making

Gilcroft Global does **not** make recruitment decisions solely through automated decision-making or profiling.

All recruitment decisions involve human assessment.

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## 13. Your Rights

Under UK GDPR you have the following rights:

- the right to access your personal data
- the right to correct inaccurate information

- the right to request deletion of personal data
- the right to restrict processing
- the right to object to processing
- the right to data portability
- the right to withdraw consent where processing relies on consent

To exercise these rights please contact:

**[Insert privacy email]**

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#### **14. Complaints**

If you believe your data has been handled improperly, you have the right to lodge a complaint with the UK data protection authority:

**Information Commissioner's Office (ICO)**

<https://ico.org.uk>

We encourage you to contact us first so we can attempt to resolve your concern.

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#### **15. Cookies**

Our website may use cookies and analytics technologies to improve user experience and analyse website performance.

Details of cookie use are outlined in our **Cookie Policy**.

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#### **16. Changes to This Privacy Notice**

We may update this Privacy Notice periodically. Updates will be posted on our website and the latest version will always be available.

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