



PRIVACY & DATA PROTECTION

Privacy Policy

Your Information. **Handled With Care.**

This Privacy Policy explains how Alpha Talent collects, uses, stores and protects personal information when you visit our website, register as a candidate, submit a vacancy, communicate with us or use our recruitment services.

Applies to
Candidates, employers/clients, suppliers, website visitors and other business
contacts.

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People Make Brighter Futures.

1. Introduction

Alpha Talent is a specialist permanent recruitment agency supporting employers and professionals across Early Years & Childcare and Healthcare & Social Care throughout the UK.

This policy explains how we handle the personal information of candidates, employers, suppliers, website visitors and other business contacts. We act as a data controller when we determine why and how that information is processed.

Alpha Talent is a trading style of Alpha U Limited (company number 14839340), registered in England and Wales. Alpha U Limited is the legal data controller for this policy. For privacy enquiries, email hello@alphatalent.co.uk.

2. Data protection principles

We aim to process personal information lawfully, fairly and transparently; collect it for specified and legitimate purposes; limit it to what is necessary; keep it accurate; retain it only for as long as required; and protect it with appropriate technical and organisational measures.

3. The information we may collect

The information we collect depends on how you interact with Alpha Talent.

Candidates

- Identity and contact information, such as your name, telephone number, email address and location.
- Your CV, employment history, professional experience, qualifications, skills and career preferences.
- Information you provide during telephone calls, meetings, interviews or other recruitment conversations.
- Availability, notice period, salary expectations, preferred locations, working patterns and career goals.
- Information required to assess suitability for a particular vacancy, where relevant to the recruitment process.
- Information from job boards, professional networking platforms, CV databases or other recruitment sources where we are permitted to access and use it.

Employers and other business contacts

- Name, job title, work contact details and organisation information.
- Vacancy details, hiring requirements, salary information, location and recruitment preferences.
- Records of our communications, meetings and recruitment activity.
- Billing, transaction and business administration information where relevant.

Website visitors

- Technical and usage information such as IP address, browser/device information, pages visited and interaction data, where collected through our website or permitted cookies.
- Information submitted through contact, CV registration or vacancy forms.

4. Special category and criminal-offence information

Recruitment may involve health, disability or other sensitive information, for example to consider reasonable adjustments or regulated roles. We process special category data only with a lawful basis and an additional UK GDPR condition. Criminal-offence data is handled only where UK law permits and appropriate safeguards apply.

Unless expressly agreed in writing, Alpha Talent does not carry out DBS, reference, right-to-work or other pre-employment checks. Employers are responsible for deciding and completing applicable safeguarding, regulatory and statutory checks. We limit access to sensitive information and use it only where necessary.

5. How we collect personal information

We collect information directly or from permitted sources and provide privacy notices as required.

- Directly from candidates, employers and other contacts.
- Through our website forms, email, telephone, WhatsApp or meetings.
- From job boards, CV databases and professional networking platforms.
- From recruitment technology, CRM/ATS systems and service providers used to support our business.
- From publicly available professional or business sources where appropriate.
- From clients, professional advisers, suppliers or other third parties where lawful and relevant.

6. How we use personal information

We may use personal information to provide and administer our recruitment services, including to:

- Register and communicate with candidates and employers.
- Understand vacancy requirements and candidate preferences.
- Assess potential suitability for permanent opportunities.
- Search for and identify potentially relevant candidates.
- Discuss roles with candidates and, where appropriate, introduce candidate information to prospective employers.
- Arrange interviews, communicate feedback and support offer processes.
- Manage our client and candidate relationships.
- Maintain recruitment, business and financial records.
- Operate, secure and improve our website, systems and services.
- Respond to enquiries and exercise or defend legal rights.
- Meet legal, regulatory, accounting and reporting obligations.

We will not sell your personal information.

7. Lawful bases for processing

The lawful basis we rely on depends on the particular processing activity. We may rely on one or more of the following:

Lawful basis	How it may apply
Contract / steps before a contract	Where processing is necessary to provide recruitment services, respond to a vacancy or take steps connected with an engagement or business relationship.
Legitimate interests	Where reasonably necessary to operate and develop our recruitment business, source and assess relevant talent, communicate with business contacts, maintain records, protect our systems or improve our services, provided those interests are not overridden by your rights.
Legal obligation	Where processing is required to comply with applicable law, regulation, tax, accounting or other legal requirements.
Consent	Where consent is the appropriate basis, for example for certain marketing or optional processing. Where we rely on consent, you may withdraw it at any time.

8. Sharing personal information

We may share personal information where it is necessary and lawful to do so. Depending on the circumstances, recipients may include:

- Prospective employers, normally after discussing the vacancy with the candidate. Employers receiving candidate details generally act as independent data controllers.
- Technology and service providers supporting our website, CRM/ATS, communications, hosting, document storage, IT or business administration.
- Professional advisers such as accountants, insurers and legal advisers.
- Regulators, public authorities, courts or law-enforcement bodies where disclosure is required or permitted by law.
- A purchaser, investor or successor organisation in connection with a genuine business sale, restructuring or transfer, subject to appropriate safeguards.

Service providers processing data for us must apply agreed safeguards. Employers receiving candidate information must handle it lawfully, securely and only for relevant recruitment purposes.

9. International transfers

Some technology providers may store or process personal information outside the United Kingdom. Where personal data is transferred internationally, we will use an appropriate transfer mechanism or safeguard where required by UK data protection law.

10. Data retention

We retain personal information only for as long as reasonably necessary for the purposes for which it was collected, including recruitment, legal, accounting and reporting requirements.

Retention periods depend on record type, recruitment needs, legal duties and potential disputes. We use retention criteria for candidate, client, financial, website and correspondence records and review whether information remains necessary.

Where information is no longer required, we will take reasonable steps to delete, anonymise or securely dispose of it.

11. Data security

We use appropriate technical and organisational measures designed to protect personal information against accidental or unlawful loss, misuse, alteration, unauthorised access or disclosure. Access should be limited to people and service providers who have a legitimate business need to use the information.

No internet or electronic storage system can be guaranteed to be completely secure. Where we become aware of a personal data breach, we will assess it and make notifications to affected individuals or the relevant regulator where legally required.

12. Your data protection rights

Depending on the circumstances, UK data protection law may give you rights to:

- Request access to personal information we hold about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to erase personal information in certain circumstances.
- Ask us to restrict the way we process personal information in certain circumstances.
- Object to processing based on legitimate interests in certain circumstances.
- Object to direct marketing.
- Request portability of certain personal information.
- Withdraw consent where we rely on consent as the lawful basis.
- Complain to the Information Commissioner's Office (ICO).

These rights may be subject to legal conditions or exemptions. We may verify your identity and will respond within the applicable statutory time limits.

13. Marketing communications

If we send job alerts, recruitment updates or other marketing, we will comply with applicable electronic marketing rules. You may unsubscribe using any opt-out provided or by emailing us. We will respect marketing objections; essential recruitment or service messages may still be sent where lawful.

14. Cookies and website technology

Our website may use cookies and similar technologies for functions such as security, site operation, preferences and analytics. Where consent is legally required for non-essential cookies, those technologies should not be activated until the appropriate consent has been obtained.

Where consent is required for non-essential cookies, visitors should be able to make and revisit their choices. A separate Cookie Policy or cookie tool may explain the technologies used.

15. Automated decision-making

Alpha Talent does not intend to make decisions that produce legal or similarly significant effects on individuals based solely on automated processing. If this changes, this policy should be updated and appropriate information and safeguards provided.

16. Recruitment services for adults

Our recruitment services are intended for adult jobseekers and hiring organisations, not children or childcare service users. We do not seek to collect children's personal information through our recruitment activities. Please do not submit details about children. If such information is received in error, we will review and securely delete it unless the law requires otherwise.

17. Keeping your information accurate

Please tell us if your personal information changes so that we can keep our records accurate and up to date.

18. Changes to this policy

We may update this Privacy Policy from time to time to reflect changes in law, technology, our services or the way we process personal information. The current version should always be made available on the Alpha Talent website, with the date of the latest update clearly shown.

19. Contact us

If you have a question about this Privacy Policy, would like to update the information we hold about you, or want to exercise a data protection right, please contact us:

Alpha U Limited
3rd Floor, 82 King Street
Manchester, M2 4WQ

Email
hello@alphatalent.co.uk

Telephone
0161 706 0836

You can also raise a concern with the Information Commissioner's Office (ICO), the UK's data protection regulator, at ico.org.uk.

People First. Placements That Last.