

## PRIVACY POLICY

Scantec Personnel Ltd (“Scantec”, “we”, “us” or “our”) respects the privacy of every individual who visits our website and is committed to protecting and respecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy policy explains how we collect, use, store and protect your personal data, and outlines your rights.

### IMPORTANT INFORMATION AND WHO WE ARE

**Purpose of this privacy policy**

This privacy policy provides information on how we collect and process your personal data through your use of our website, when you contact us, submit a CV, or otherwise interact with us.

This policy supplements other privacy notices we may provide on specific occasions and does not override them.

Our website is not intended for children and we do not knowingly collect personal data relating to children.

**Data Controller**

Scantec Personnel Ltd, registered in England and Wales (company number 02450519), is the data controller responsible for your personal data.

**Contact details:**

**Data Protection Officer:** Compliance Officer

**Email:** [DPO@scantec.co.uk](mailto:DPO@scantec.co.uk)

**Telephone:** 0151 666 8903

**Address:** Spinnaker House, Morpeth Wharf, Birkenhead, CH41 1LF

You have the right to complain to the Information Commissioner’s Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). We would appreciate the opportunity to resolve concerns before you contact the ICO.

**Changes to this policy**

This policy was last updated on 8 January 2026. Previous versions are available on request. Please keep your personal data accurate and up to date.

**Third-party links**

Our website may include links to third-party websites. We do not control these websites and are not responsible for their privacy practices.

## THE PERSONAL DATA WE COLLECT

Personal data means any information that can identify you.

We may collect:

- **Identity Data:** name, job title, employer and place of work
- **Contact Data:** email address, telephone number
- **Technical Data:** IP address, browser type and version, time zone, operating system, platform and device information
- **Usage Data:** information about how you use our website, including page interactions and clickstream data
- **Marketing and Communications Data:** your marketing preferences

We also collect **Aggregated Data** for statistical purposes. Aggregated data does not identify individuals.

## HOW YOUR PERSONAL DATA IS COLLECTED

We collect data through:

- Direct interactions (email, phone, website forms, CV submissions)
- Automated technologies such as cookies and analytics tools
- Third parties such as job boards, LinkedIn, analytics and advertising providers

## HOW WE USE YOUR PERSONAL DATA

We use your personal data to:

- Provide recruitment services
- Match candidates to job opportunities
- Communicate with candidates and clients
- Maintain business relationships
- Improve our website and services
- Comply with legal and regulatory obligations

### Special category data

Where you provide special category data (such as health, religion, ethnicity or criminal records information), we process this only where permitted by law and in accordance with Articles 9(2)(b), 9(2)(h) or 9(2)(f) UK GDPR, including for employment-related obligations or legal claims.

## **LAWFUL BASIS FOR PROCESSING**

We process personal data where it is:

- Necessary to perform a contract or take steps at your request
- Required to comply with a legal obligation
- In our legitimate interests (such as operating our business and providing recruitment services)
- Based on your consent (for example, marketing communications)

You may withdraw consent at any time by contacting [DPO@scantec.co.uk](mailto:DPO@scantec.co.uk) or updating your preferences.

## **MARKETING AND OPTING OUT**

You can opt out of marketing communications at any time by logging into your candidate profile or contacting us at [DPO@scantec.co.uk](mailto:DPO@scantec.co.uk). Opting out does not affect non-marketing communications related to our services.

## **COOKIES**

We use cookies to improve website functionality and user experience. Non-essential cookies, including analytics and website recording tools, are only placed with your consent via our cookie management tool.

Further details are available in our Cookie Policy.

## **CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which it was collected unless a compatible lawful basis applies. Where required, we will notify you of any changes.

## **HOW WE SHARE YOUR PERSONAL DATA**

We may share your data with:

- Clients recruiting for roles you apply for
- Trusted third-party service providers (IT, compliance, analytics)
- Regulatory or law enforcement bodies where required
- New owners in the event of a business sale or merger

All third parties are required to protect your data and act only on our instructions.

## **YOUR CV**

CVs submitted to us are stored securely and accessible only to authorised recruitment consultants. You may update your CV at any time.

## **INTERNATIONAL TRANSFERS**

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place, including adequacy regulations or approved international data transfer agreements.

## **DATA SECURITY**

We use appropriate technical and organisational measures to protect your data and restrict access to authorised personnel only.

## **DATA RETENTION**

We retain personal data only for as long as necessary:

- Candidate data: typically up to 24 months after last meaningful contact
- Client data: up to 6 years after the business relationship ends
- Marketing data: until consent is withdrawn

Data may be anonymised for research or statistical purposes.

## **YOUR LEGAL RIGHTS**

You have the right to:

- Access your personal data
- Request correction or erasure
- Object to processing
- Restrict processing
- Request data portability
- Withdraw consent

Requests can be made via [DPO@scantec.co.uk](mailto:DPO@scantec.co.uk). We aim to respond within one month.