

Privacy Policy – Vertech Group UK

Effective from 28th July 2023

At Vertech Group UK, safeguarding your privacy and protecting any data or information you provide during your interactions with our company, employees, website, or services are of utmost importance to us.

About Us

Vertech Group UK is a well-established Employment and Recruitment Agency, dedicated to helping candidates find new job opportunities while assisting clients in filling vacant positions. To achieve this, we collect and store data that aids us and employers in assessing a candidate's suitability. We maintain records of a candidate's job search history to ensure thorough representation. Additionally, we may use candidate data for marketing purposes, sending newsletters and job-related updates to those who opt-in.

Contacting Us

For any queries regarding how we handle your data, kindly reach out to us at info@vertechgroup.co.uk or contact our Data Protection Officer at the following address:

Data Protection Officer
Vertech Group (UK) Ltd
124 City Road
London
EC1V 2NX

Candidate Representation & Consent Form

By ticking the Consent Form box, you authorise us to securely store your data in our CRM system. This data includes your contact details, requirements, and relevant information that we can share with potential employers to help you secure a new role. We update this information based on our interactions with you and your engagement with our services. Your data will be retained while you are employable, whether actively seeking a role now or in the future.

What Information is Being Collected?

We only collect information essential to the job search process or career development. This includes factual data like your name, address, email address, telephone number, experience, skillset, and salary details. Additionally, we retain information about the interviews you attend, outcomes, job placements, rejections, and any job-related interactions. To manage data efficiently, we may categorise you into specific job or experience-based segments.

Data Collection and Use

We gather data from various sources, such as job applications for our advertised roles, CV submissions via email or through our website, and publicly available databases or password-protected databases where consent is provided. The purpose of collecting data is to assess a candidate's suitability for job roles.

Sharing of Data

We share data internally among our recruitment consultants and employees to match candidates with suitable roles. They access this data according to their employment contracts, which include confidentiality clauses aligned with Information Commissioner's Office requirements. Externally, we share data with potential, new, or existing clients to evaluate candidate skills and experiences for job interviews or employment opportunities.

Effect on Individuals Concerned

Data helps profile candidates and enables our team to make informed decisions about their suitability for job roles. We may share relevant data with employers to facilitate their decision-making process.

Your Rights

We respect your rights and adhere to the following:

- Right to be informed about data use
- Right of access to your data
- Right of rectification of data
- Right to erasure of data and be forgotten
- Right to restrict our processing of your data
- Right for your data to be portable
- Right to object to the use of your data
- Rights relating to automated decision making and profiling

Data Retention and Security

We retain your details for as long as you remain employable. You have the right to request access to the data we hold on you. We ensure that your data remains secure by implementing suitable physical, electronic, and managerial measures to prevent unauthorised access or disclosure.

Website Cookies

Our website uses cookies to improve your browsing experience. Cookies help us analyze web traffic, enabling us to tailor the site to meet your needs. You can choose to accept or decline cookies through your browser settings.

Changes to this Privacy Policy

We may periodically update this policy to ensure the security of your information and data.