

CalmHire

Specialist HR Recruitment

Privacy Policy

How CalmHire collects, uses and protects your personal data

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1. Who We Are

CalmHire is a specialist HR recruitment consultancy operated by Sabrina Jessop, trading as CalmHire, with a registered address in Banbury, Oxfordshire. We are registered with the Information Commissioner's Office (ICO - ZC132447) as a data controller.

For any data protection queries, contact us at: sabrina@calmhire.com

2. What Personal Data We Collect

Candidates

- Full name, contact details (email, phone, address)
- CV, employment history, qualifications and skills
- Salary expectations and job preferences
- Referee details (with your permission)
- Right to work documentation
- Interview notes and assessment records

Clients

- Business name and address
- Contact names, job titles, email addresses and phone numbers
- Job descriptions, salary ranges and hiring requirements
- Signed Terms of Business

Website Visitors

- Name and email address if you contact us via our website
- Technical data such as IP address and browser type (via cookies)

3. How We Collect Your Data

- Directly from you — when you register as a candidate, respond to a job advert, or contact us
- From job boards, LinkedIn and professional networking platforms
- From referrals made by other candidates or clients
- From client organisations when they provide candidate details

4. Why We Use Your Data (Lawful Basis)

Candidates

We process candidate data on the basis of legitimate interests (to match candidates with suitable roles) and, where required, with your explicit consent. You may withdraw consent at any time.

Clients

We process client data to fulfil our contractual obligations and to communicate regarding live vacancies and recruitment services.

5. How We Use Your Data

- To match candidates to relevant job opportunities
- To introduce candidates to client organisations
- To communicate regarding active recruitment processes
- To comply with legal obligations (e.g. right to work checks)
- To maintain records of placements and commercial arrangements

6. Who We Share Your Data With

We will only share your personal data with:

- Client organisations — when introducing you as a candidate (always with your knowledge)
- Referees — only with your explicit prior consent
- Third-party tools — we may use GDPR-compliant software (e.g. CRM or email platforms) to manage candidate and client records

We do not sell personal data to any third party.

7. Data Retention

We retain candidate data for a maximum of 2 years from the date of last contact. If you are placed in a role, we retain relevant records for 6 years for contractual and legal purposes. Client contact data is retained for the duration of our business relationship plus 6 years.

You may request deletion of your data at any time (subject to legal retention obligations).

8. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data ('right to be forgotten')
- Object to processing based on legitimate interests
- Withdraw consent at any time
- Lodge a complaint with the ICO at ico.org.uk

To exercise any of these rights, contact: sabrina@calmhire.com

9. Data Security

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, loss or disclosure. All candidate data is stored securely and access is restricted to authorised personnel only.

10. Cookies

Our website uses essential cookies to function correctly. We may also use analytics cookies to understand how visitors use our site. You will be asked for your consent before any non-essential cookies are placed.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The current version will always be available on our website at www.calmhire.com. We will notify you of significant changes where we hold your contact details.

12. Contact Us

CalmHire — Sabrina Jessop

Banbury, Oxfordshire

Email: sabrina@calmhire.com

Website: www.calmhire.com