

## Privacy Policy

Effective Date: 02/04/2025

At SD Legal Recruitment, we are committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and safeguard your personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

By accessing our website, registering with us, or using our recruitment services, you agree to the collection, use, and sharing of your personal data as described in this Privacy Policy.

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### 1. Information We Collect

*We may collect and process the following data about you:*

**Personal Identifiable Information (PII):** Name, email address, phone number, job title, professional experience, educational background, and any other information that may be relevant for recruitment purposes.

**Candidate Information:** If you are a job candidate, we may collect additional data, such as your CV, application history, and interview notes.

**Client Information:** If you are a client (employer), we may collect data on your recruitment needs, business address, hiring managers' details, and other related contact information.

### 2. How We Use Your Information

*We use your personal data for the following purposes:*

**Recruitment Services:** To match candidates with job opportunities, conduct interviews, and assist with hiring processes.

**Client Services:** To help clients (law firms and businesses) find suitable legal professionals for their staffing needs.

**Communication:** To communicate with you about job opportunities, recruitment updates, and other services we offer.

**Legal Compliance:** To comply with legal obligations, such as ensuring anti-money laundering or employment checks are completed.

**Marketing:** With your consent, we may send you marketing materials related to job openings, industry news, and recruitment trends. You can opt-out at any time.

### 3. Legal Basis for Processing Data

*We process personal data based on the following legal grounds:*

**Consent:** When you voluntarily provide us with personal data (e.g., signing up for job alerts or submitting a CV).

**Contractual Necessity:** To process your application for job opportunities or client requests for staffing services.

**Legal Obligation:** To comply with legal requirements (e.g., conducting background checks or fulfilling record-keeping obligations).

**Legitimate Interests:** For activities related to recruitment services, such as providing job alerts and relevant information for your career or business.

### 4. Data Sharing

*We do not sell or rent your personal data to third parties. However, we may share your data with the following:*

**Third-party Service Providers:** We may share your data with trusted service providers (e.g., email marketing platforms, job boards) who assist us in operating our services, but they will be obligated to process your data in compliance with privacy laws.

**Clients:** If you are a candidate, we may share your profile with clients who have open job roles that match your qualifications. For clients, we may share information on potential candidates.

**Legal Authorities:** We may disclose your information when required by law, such as to comply with a subpoena or other legal process.

## 5. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. If you are a job candidate, we may retain your information to notify you of future opportunities unless you request its deletion.

## 6. Your Rights

*As a data subject, you have the following rights under data protection laws:*

**Right to Access:** You can request a copy of the personal data we hold about you.

**Right to Rectification:** You can request corrections to any inaccurate or incomplete data.

**Right to Erasure:** You can request that we delete your personal data in certain circumstances.

**Right to Restriction of Processing:** You can request us to limit how we process your data in some situations.

**Right to Data Portability:** You can request a copy of your personal data in a structured, commonly used format to transfer it to another service provider.

**Right to Object:** You can object to the processing of your personal data, particularly if it's based on legitimate interests.

To exercise any of these rights, please contact us at **Stephanie@SDLegalRecruitment.co.uk**. We will respond to your request within the statutory timeframes.

## 7. Data Security

We take the security of your personal data seriously. We implement appropriate technical and organizational measures to protect your data from unauthorized access, disclosure, alteration, or destruction. However, no data transmission over the internet can be guaranteed 100% secure, so while we strive to protect your personal data, we cannot ensure absolute security.

## 8. Cookies and Tracking Technologies

Our website uses cookies to enhance your user experience. Cookies are small text files stored on your device that help us analyse website traffic, personalize content, and remember user preferences. By using our website, you consent to the use of cookies in accordance with our Cookie Policy.

## 9. Third-Party Websites

Our website may contain links to third-party websites. These websites are not under our control, and we are not responsible for the privacy practices or the content of these sites. Please review the privacy policies of any third-party websites you visit.

## 10. Updates to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, legal requirements, or other factors. When we update this policy, we will revise the "Effective Date" at the top of the page. We encourage you to review this Privacy Policy periodically to stay informed about how we protect your personal data.

## 11. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your personal data, please contact us at:

SD Legal Recruitment

Email: [Stephanie@SDLegalRecruitment.co.uk](mailto:Stephanie@SDLegalRecruitment.co.uk)

Phone: +44 7821 487907

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