

Apple Technical Recruitment (UK) Limited - Privacy Policy

Date Last Updated: 10/2026

Definitions:

1. Data Controller, Contact Details and Definitions

Apple Technical Recruitment (UK) Limited ("the Agency", "we", "us") acts as an Employment Agency under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, and acts as a Data Controller in respect of your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

- Data Protection Officer: Jessica Quinn
- Email: jess@appletechrecruit.co.uk
- Phone: 07910 867710

Client Candidates – Individuals that engage with Apple Technical Recruitment (UK) Limited to undertake recruitment activity on their behalf. This recruitment activity includes traditional candidate job seeking opportunities.

Client Companies – Companies that Apple Technical Recruitment (UK) offer services to which include identifying potential candidates, making introductions for employment, facilitating recruitment services.

2. Purpose of Processing

Any data requested or processed by Apple Technical Recruitment (UK) Limited will be used strictly for recruitment, work-finding services, and related legitimate business operations.

3. Client Candidates

Processing Purpose: We collect, process, and retain your personal data (including but not limited to contact information, CV details, employment information, correspondence, work eligibility [processed only with permission; we do not undertake Right to Work checks], and interview notes) strictly for the purpose of matching you with prospective employers and facilitating recruitment processes.

Legal Basis: We process your personal data where necessary for our legitimate business interests, provided these interests are fair, balanced, and do not unduly impact your privacy rights or reasonable expectations. Our legitimate interests include, but are not limited to:

- Managing and maintaining our talent pool database to ensure Client Candidate records remain accurate and up to date;
- Providing recruitment services to you and prospective employers or Client Companies;
- Informing you about relevant services or opportunities similar to those you have previously engaged with or used.
- Basic record keeping of recruitment activity.

Data Retention: We retain your Client Candidate profile and personal data for a period of 2 years after the latest application, meaningful contact with us, or the date we last provided recruitment services to you, whichever is later, as part of our talent pool or until you request its erasure. We will only retain your data beyond the 2-year period at your request to remain in our talent pool, or where required by law. At the end of the retention period, we delete or anonymise your data unless specific records remain necessary to meet a legal obligation, contractual obligation, financial reporting/recording or establish, exercise, or defend legal claims. In those circumstances, we retain only the information needed for as long as that reason applies.

4. Data Sharing and Transfers: Client Candidate's personal data will only be shared with prospective employers ("Client Companies") with your prior knowledge or consent.

Client Candidate or Client Companies personal data is not transferred or stored outside the UK/EEA without appropriate statutory safeguards.

Third-Party Disclosure: Suppliers that Apple Technical Recruitment uses that are Data Processors for example IT/ATS Database software.

5. Client Companies

Our legal basis for storing and processing a Client Companies details and data (including correspondence and notes) is both a contractual necessity and our legitimate interests in identifying potential candidates, making introductions for employment, facilitating recruitment services, and managing our database/IT system to ensure process records (including correspondence and notes) remain accurate and up to date. We will also retain records where necessary to meet a legal obligation, contractual obligation, financial reporting/recording or establish, exercise, or defend legal claims. In those circumstances, we retain only the information needed for as long as that reason applies.

6. Security

We employ reasonable technical and organisational measures to safeguard your personal data. However, transmitting information over the internet or via email or phone is inherently insecure. Consequently, we cannot guarantee the complete security, confidentiality, or integrity of any personal data transmitted to or from us through these channels.

7. Your Individual Rights

Under UK data protection laws, you have the following rights regarding your personal data:

- Right to Access: Request a copy of the personal data we hold about you.
- Right to Rectification: Request correction of inaccurate or incomplete data.
- Right to Erasure: Request deletion of your personal data where there is no ongoing legal basis for us to retain it.
- Right to Restrict or Object: Object to or restrict our processing based on legitimate interests.

- **Right to Withdraw Consent:** Where processing relies on your consent, you may withdraw it at any time.

To exercise any of these rights, please contact our DPO at jess@appletechrecruit.co.uk.

8. Right to Complain

If you have concerns about how we handle your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) via ico.org.uk or by calling 0303 123 1113.

9. Updates to this Policy

We reserve the right to update this Privacy Policy at any time to reflect changes in legal requirements or our business operations. Any updates will be published on our website and links included in correspondence with a revised "Date Last Updated" included in the Policy. Where significant changes are made, we may notify you directly via email or our other communication channels.