



GDPR Candidate Agreement

Broadwood Resources Limited

1) Introduction

At Broadwood Resources Limited, we take your privacy seriously. This agreement outlines how we collect, store, use and protect your personal data in line with UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018

By signing this agreement, you give us permission to process your personal data for recruitment purposes.

2) What data we collect

We may collect and process the following types of data:

- Full name and contact details e.g. email, phone number, address
- CV and employment history
- Education and qualifications
- Right to work documentation and proof of address e.g. passport, visa, driving license
- Reference
- National insurance number
- Registration details
- Any additional information provided voluntarily

3) How we use your data

We process your data to:

- Match you with suitable job opportunities
- Submit your CV and details to potential employers
- Contact you regarding vacancies, interviews and updates
- Fulfil legal and contractual obligations e.g. right to work checks, proof of address
- Conduct compliance and safeguarding procedures

4) Who we share your data with

We may potentially share your data with:

- Potential employers and clients
- Background check or reference providers
- IT and CRM system providers
- Government or regulatory bodies (where legally required)

We **do not** sell your data to third parties

5) How long we keep your data

We will retain your personal data:

- For up to **2 years** after our last contact with you unless you request otherwise
- For longer if you are placed in a role and legal/financial compliance requires it

You can request deletion of your data at any time

6) Legal basis for processing

Under the UK GDPR, our legal bases for processing your data include:

- **Consent** – you have given clear permission for us to process your data
- **Contractual necessity** – processing is required for a job offer or placement
- **Legal obligation** – we are legally required to retain certain information
- **Legitimate interest** – we have a legitimate business interest to recruit and place candidates

7) Your rights

You have the following rights under data protection law:

- **Access** – request a copy of the personal data we hold
- **Rectification** – ask us to correct incorrect or outdated data
- **Erasure** – request your data to be deleted
- **Restriction** – ask us to restrict processing your data
- **Objection** – Object to your data being used for certain purposes
- **Data Portability** – request your data to be transferred to another service

To exercise these rights, contact us at:

Email: hello@broadwoodresources.co.uk

Telephone: 0330 122702

Any changes we make to our privacy notice in future will be communicated via email.