# **Privacy Policy**

**Cucumber Recruitment Limited** ("we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [www.cucumber-recruitment.co.uk](http://www.cucumber-recruitment.co.uk) ("Site"). Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

## **1. Information We Collect**

### **1.1 Personal Data**

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

* **Identity Data**: Name, date of birth, gender, and identification documents.
* **Contact Data**: Address, email address, phone number.
* **Employment Data**: CVs, employment history, references, qualifications, and certifications.
* **Financial Data**: Bank account details, payment information.
* **Technical Data**: IP address, browser type, and version, time zone setting, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.
* **Usage Data**: Information about how you use our website.
* **Marketing and Communications Data**: Your preferences in receiving marketing from us and your communication preferences.

### **1.2 Special Categories of Data**

We may also collect and process special categories of personal data such as health information, including physical or mental health conditions, criminal convictions, or offences, which are necessary for your employment in the healthcare sector.

## **2. How We Collect Your Data**

We collect data through the following methods:

* **Direct interactions**: You may give us your Identity, Contact, and Employment Data by filling in forms or by corresponding with us by post, phone, email, or otherwise. This includes personal data you provide when you:
  + Apply for our services or roles;
  + Subscribe to our service or publications;
  + Request marketing to be sent to you;
  + Participate in a survey; or
  + Provide feedback.
* **Automated technologies or interactions**: As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions, and patterns. We collect this personal data by using cookies, server logs, and other similar technologies.

## **3. How We Use Your Data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

* **To perform our contract with you**: To process job applications, match you with suitable employment opportunities, and manage payments.
* **To comply with a legal obligation**: We are required by law to process certain data.
* **For our legitimate interests**: We may process your data as part of our legitimate interests to manage our business, improve our services, and send you relevant communications.

## **4. How We Share Your Data**

We may share your personal data with the following parties:

* **Clients and potential employers**: Where you apply for jobs, your data may be shared with prospective employers.
* **Service providers**: Third parties who provide IT and system administration services, payroll services, and other operational services.
* **Regulatory authorities**: Where required by law or regulation.
* **Professional advisers**: Including lawyers, bankers, auditors, and insurers.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes in accordance with our instructions.

## **5. Data Security**

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know.

## **6. Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## **7. Your Legal Rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

* Request access to your personal data.
* Request correction of your personal data.
* Request erasure of your personal data.
* Object to processing of your personal data.
* Request restriction of processing your personal data.
* Request transfer of your personal data.
* Withdraw consent at any time where we are relying on consent to process your personal data.

If you wish to exercise any of the rights set out above, please contact us.

## **8. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. Any changes we make will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to this Privacy Policy.

## **9. Contact Information**

If you have any questions about this Privacy Policy or our data practices, please contact us at:

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