

Privacy Policy

Prime Recruitment Services Ltd

1. Introduction

Prime Recruitment Services Ltd (“we”, “us”, “our”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, and store your personal data when you register with us, apply for roles, or use our services.

2. Who We Are

Prime Recruitment Services Ltd is a recruitment agency providing temporary and permanent staffing solutions across multiple sectors.

We act as a **Data Controller** for the personal data you provide.

3. What Information We Collect

We may collect and process the following data:

Personal Information

- Name, address, contact details
- Date of birth
- National Insurance number

Employment Information

- CV, work history, qualifications
- References

Compliance Information

- Right to Work documentation
- Identification documents
- Disclosure checks (e.g. AccessNI where applicable)

Payroll Information

- Bank details
- Tax information

4. How We Use Your Data

We use your data to:

- Match you with suitable job opportunities
- Submit your details to clients for roles

- Manage your assignments
- Process payroll and payments
- Meet legal and regulatory requirements

5. Legal Basis for Processing

We process your data under the following lawful bases:

- **Contractual necessity** – to provide recruitment services
- **Legal obligation** – compliance with employment and tax laws
- **Legitimate interests** – to match you with suitable roles
- **Consent** – where required (e.g. marketing communications)

6. Sharing Your Data

We may share your information with:

- Clients and hiring organisations
- Payroll providers
- Compliance bodies (e.g. AccessNI)
- Government authorities where required

We will only share data that is necessary.

7. Data Retention

We will retain your personal data only as long as necessary, including:

- While you are actively seeking work
- During your assignments
- For a period after, to meet legal and audit requirements

8. Data Security

We take appropriate measures to protect your data, including:

- Secure digital systems
- Restricted access to authorised staff
- Data protection procedures

9. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Object to processing
- Withdraw consent (where applicable)

To exercise your rights, contact us using the details below.

10. Right to Withdraw

You may request removal from our systems at any time.

Please note this may affect our ability to offer you work.


11. Cookies & Online Data

When using our online systems (including the Instant Job Board), basic usage data may be collected to improve functionality and user experience.

12. Contact Us

If you have any questions about this Privacy Policy or your data, please contact:

 Email: head.office@prime-rec.com

 Phone: 028 9002 6025

13. Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available upon request.

14. Acceptance

By registering with Prime Recruitment Services Ltd or submitting your information via our platform, you confirm that:

- You have read and understood this Privacy Policy
- You consent to the processing of your data as outlined