PRIVACY POLICY

Velocity Talent Ltd

1. About this Policy

Velocity Talent Ltd is a specialist recruitment company. This policy explains what personal information we collect, why we collect it, how we look after it and the rights you have over it.

It applies to candidates, clients, business contacts and visitors to our website. We handle personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Velocity Talent Ltd is the data controller for the personal information described in this policy. We are a private limited company registered in England and Wales, company number 16449448.

Leeds Office:
Element, Ring Road, Leeds, LS12 6AB
United Kingdom

York Office (registered office):
14 Clifton Moor Business Village
James Nicolson Link
York, England, YO30 4XG
United Kingdom

General enquiries:
Email: enquiries@velocity-talent.com

Data protection requests:
Email: legal@velocity-talent.com

3. The Information We Collect

Candidates

- Name, contact details, CV and employment history
- Education, qualifications and professional memberships
- Current and expected salary, notice period and availability

- Interview feedback and assessment notes
- Right to work information, where it applies

Clients and business contacts

- Name, job title and company details
- Contact details and our correspondence with you
- Contract and billing information

Website visitors

- The details you give us if you contact us through our website, such as your name, email address, phone number and message

We do not intentionally collect special category information, such as health or ethnicity, unless it is necessary and lawful, for example for diversity monitoring or reasonable adjustments.

4. Where We Get It From

- Directly from you, when you apply for a role, send us your CV, speak to us or contact us
- Information you have made public in a professional context, such as your LinkedIn profile or your company's website
- Reputable business data providers
- Clients, referees and others you have asked us to contact

5. How We Use It

We use personal information to:

- Provide recruitment and executive search services
- Match candidates with relevant opportunities
- Contact candidates and clients about roles and our services
- Manage contracts, invoices and our legal obligations
- Improve our service and internal processes

Our emails may record whether they have been opened and whether a link has been clicked. We use this to understand whether our messages are relevant and to manage follow-ups.

We do not sell personal information. We do not use it to make automated decisions that have a legal or similarly significant effect on you.

We only pass a candidate's details to a client with that candidate's agreement.

6. Our Lawful Basis

We rely on one or more of the following:

- Legitimate interests: providing recruitment services, developing our business and managing relationships
- Contract: delivering the services we have agreed with you
- Legal obligation: meeting tax, employment and compliance requirements
- Consent: where we have asked for it, which you can withdraw at any time

7. Who We Share It With

- Clients, for the purpose of a recruitment assignment
- Service providers who support our work, such as our CRM, email, payroll, legal and IT providers
- Regulators or authorities, where the law requires it

Everyone we share information with is required to handle it securely and lawfully.

8. International Transfers

Where personal information is transferred outside the UK, we make sure appropriate safeguards are in place, such as adequacy decisions or standard contractual clauses.

9. How Long We Keep It

- Candidate information: up to 5 years from our last contact, unless you ask us to remove it sooner

- Client and business contact information: up to 5 years from our last contact, unless you ask us to remove it sooner

We keep information for this long because of the nature of our work. Specialist and senior careers develop over many years, and so do our relationships with the businesses we recruit for. The people and companies we speak to are often the right fit for something some time after we first talk.

Contract and billing records are kept for as long as the law requires.

When information is no longer needed, we securely delete or anonymise it.

10. Keeping It Secure

We use appropriate technical and organisational measures to protect personal information, including secure cloud-based systems, access limited to those who need it, password protection and regular reviews of how we handle data. Our staff are trained in their data protection responsibilities.

11. Your Rights

You have the right to:

- Ask for a copy of the personal information we hold about you
- Ask us to correct information that is wrong
- Ask us to delete your information, where the law allows
- Restrict or object to how we use it
- Ask for your information in a portable format
- Withdraw consent at any time

Your right to stop marketing and outreach

You can ask us to stop contacting you about our services or about roles at any time, and we will stop. You do not need to give a reason. Use the unsubscribe link in any email, reply to the email, or contact enquiries@velocity-talent.com. Our Email and Outreach Policy explains how we contact people.

How to use your rights

To use any of your other rights, email legal@velocity-talent.com. There is no charge. We will reply without undue delay and within one month. If a request is

complex, the law allows us up to two further months, and we will tell you if that applies. We may ask you to confirm your identity before we act on a request, to keep your information safe.

12. Complaints

If you are unhappy with how we have handled your information, please contact legal@velocity-talent.com so we can put it right. If you remain unhappy, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office:
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester, M1 7BL
Helpline: 0303 123 1113
Website: www.ico.org.uk/make-a-complaint

13. Changes to this Policy

We review this policy regularly and update it to reflect changes in the law or in how we work. It was last updated in November 2026.