

Data Protection and Privacy Policy

Venture Recruitment processes personal data in relation to its employees, candidates and individual client contacts. It is vitally important that we abide by the principles of the General Data Protection Regulation (GDPR) set out below. This privacy policy explains what personal information we may collect about you, how we may use it and what we do to keep it secure, it will also outline what rights you have regarding your personal information and how to contact us should this become necessary.

Processing means obtaining, recording or holding the data, it includes organising, adapting and amending the data. By engaging Venture Recruitment to look for work and providing us with personal data contained in a CV or public social media profile, candidates will be giving their consent to processing their details for work-finding purposes. If we intend to use your data for any other purpose, we must obtain your specific consent.

CV Submission:

You have the option of sending us your CV via the Venture Recruitment website or applying via a third-party website. Your CV will only be accessible by Venture Recruitment employees and will only be sent to prospective employers with your prior consent. You should ensure that your CV and any other details held by us about you remain up to date.

Gathering Information:

Any details that you may submit to us via the registration process on this website will be stored by us and will be accessible by employees of the company. GDPR requires Venture Recruitment as data controller to process data in accordance with the principles of data protection.

The requirements state that data shall be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept longer than reasonably necessary
6. Processed in accordance with the data subject's rights
7. Kept securely
8. Not transferred to countries outside the European Economic Area without adequate protection.



Frequently asked Questions. . .

How long will we hold this information?

We process this personal data as necessary to aid the recruitment process and to help us understand your personal and professional circumstances.

We are required by law to hold your information for as long as is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interests as a data controller. This is typically three years. We will take reasonable action to ensure that your Personal Data is maintained and up to date.

How do you remove your name from our database?

You have the right to request a copy of the information we hold for you on our systems and the right to be deleted from our database. Please email p.thomas-watts@venture-recruitment.co.uk who will respond within 48 hours of your request. Note, we shall not provide information on other people.

What type of data do we collect?

We may collect personal information about you from our website, from telephone calls, emails and other written and verbal communications. We would usually expect to keep a record of your contact details and details of any job opportunities we discuss with you. We may also process information about you where it is available from public sources. For example, if you have a professional profile online we may combine that type of information with the information you provide directly to us.

How will we use your personal information?

All personal information that we obtain about you will be held, used and protected by us in accordance with the latest data protection law and this privacy policy. We will primarily use your personal information to provide recruitment services to you. We may also use your information, for example, to improve the quality of the services we offer and for market research.

How is your data safeguarded?

We have procedures in place to ensure that our computer systems and databases are protected against unauthorised use, loss and damage. Should any breach be detected we shall inform those affected within 48 hours of discovery.

What happens if our Privacy Policy changes?

Our privacy policy is subject to change and we will notify visitors of a change in policy via our website. Continued use of our website or our services will constitute your acceptance of the revised policy.

