

Privacy Policy - Cyrus Collective

Effective Date: 07/10/2025

Reviewed: 07/10/2025

1. Who We Are

Cyrus Collective is a recruitment business that provides work-finding services for clients and candidates. We act as a data controller, which means we are responsible for deciding how we hold and use personal data.

Contact:

2. What Data We Collect

We may collect the following types of personal data:

- **Candidates:** CVs, contact details, employment history, qualifications, salary expectations, right-to-work documents, references.
- **Clients:** Contact details, job descriptions, contract information, payment details. –
- **Other business contacts:** Suppliers, partners, consultants.

We do not routinely collect sensitive data (such as health or religious information) unless it is necessary for compliance and you provide explicit consent.

3. How We Collect Data

- Directly from you (e.g. via CVs, job applications, emails, calls).
- From publicly available sources (e.g. LinkedIn, job boards).
- From clients or referees, where relevant.

4. Legal Basis for Processing

We process data under the following lawful bases:

- **Legitimate Interests:** Providing recruitment services, keeping records, business development.
- **Contract:** To perform a contract with you or a client.
- **Legal Obligation:** Immigration, tax, and employment law requirements.
- **Consent:** For specific uses such as marketing emails (you can withdraw at any time).

5. How We Use Data

- To match candidates with suitable job opportunities.
- To send CVs and profiles to clients (with candidate consent).
- To communicate about roles, applications, and interviews.
- To manage business relationships, invoicing, and compliance.

We will never sell your data.

6. Data Sharing

We may share your data with:

- Clients for job opportunities.
- Referees and former employers (with your permission).
- Professional advisers (accountants, legal).
- Regulatory or government authorities if legally required.

7. Data Retention

- **Candidates:** Up to 2 years after last contact, unless you renew consent.
- **Clients:** As long as the relationship exists, plus 6 years for business records.
- **Legal records (e.g. invoices):** 6 years (HMRC requirements).

8. Data Security

We take steps to protect your data, including:

- Secure, encrypted storage of digital files.
- Password-protected systems with restricted access.
- Regular reviews of IT and data security.

9. Your Rights

Under UK GDPR, you have the right to:

- Access your data.
- Request correction or deletion.
- Restrict or object to processing.
- Withdraw consent at any time.

Requests can be made by contacting us (see section 1). We aim to respond within 1 month.

10. International Transfers

We do not routinely transfer data outside the UK/EEA. If we do, we ensure appropriate safeguards are in place.

11. Cookies & Website

If you use our website, cookies may be used to improve your browsing experience. See our Cookie Policy for more details.

12. Changes to this Policy

We may update this policy from time to time. The latest version will always be published on our website.

13. Complaints

If you have concerns about how we process your data, please contact us first. You also have the right to complain to the ICO (www.ico.org.uk).