

Privacy Notice

Who are Capstone Recruitment?

We are a recruitment business specialising in high quality talent acquisition services to industry, focussing on candidate acquisition.

Capstone has been delivering specialist recruitment and executive search strategies to businesses since 2007. Our company registration number is 6069414.

Our registration number at the Information Commissioner's office is Z999461X.

What Personal Data Do We Collect?

If you are a candidate or prospective candidate, Capstone Recruitment will collect and use your personal details from your CV if you apply for a role via our website or job board, or when you request our assistance to find a new role and you register with us.

We will use and store information you give us namely:

- Contact details (including Your name, postal address, Email address, contact telephone numbers)
- Your current basic salary and salary expectations and notice period
- Your CV detailing your employment history
- Expectations regarding your next role such as location, position etc.
- Application forms, employment references you may provide, or we may receive on your behalf
- Any publicly available information visible on your LinkedIn profile

If you are a client or potential client, we will store the contact details as provided by you. This would include:

- The names of any individuals we have been dealing with within the organisation, along with their business Email address and business telephone number.
- The company postal address
- Any job descriptions that have been given to Capstone Recruitment.

Why Do We Store Your Data?

- To provide our services to you
- To match your details with the most suitable job vacancies and to make you aware of potential job opportunities
- To maintain our business relationship with you as either a candidate or a client
- To answer any queries

How Do We Use Your Data?

- To make you aware of potentially suitable job opportunities
- If you are a candidate or potential candidate, to share your information with clients to enable us to submit your CV for appropriate jobs
- If you are a client or prospective client, to share any job specification or company information you have provided with prospective candidates for the purposes of sourcing the best candidates for the job

How Long Is Your Data Stored For?

We will hold personal information on our systems for 3 years after the last instance of 2-way communication with you as an individual. At that point we will contact you to see if you wish to remain on our system.

If you are a candidate who has been placed by us with a new employer, we will hold your data for 5 years in line with employment legislation.

How to contact us

If you have any questions regarding our Privacy Notice or our data protection policies generally, please contact us:

By post: Pembroke House, Llantarnam Park Way, Cwmbran NP44 3AU

By phone: 02920 709948

By Email: Nikki@capstonerecruitment.com

Accessing, Updating Your Information and Opting Out

The accuracy of your information is important to us.

If you are a candidate, you can update your personal details and preferences at any time by contacting nikki@capstonerecruitment.com, or opt-out of marketing from us which may include details of new job vacancies.

If you are a client, you can update the contact details that we hold at any time, or to request that your company data be deleted please contact nikki@capstonerecruitment.com.