



THE JOB OFFICE LTD

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Privacy Policy

Last updated: 29 September 2026

1. Our Commitment to Your Privacy

At The Job Office Ltd ("TJO", "we", "us" or "our"), we respect your privacy and are committed to protecting your personal information.

As a specialist recruitment and Rec2Rec business, we build long-term professional relationships with candidates and clients. This requires us to collect and use personal information, and we take our responsibilities for handling that information seriously.

This Privacy Policy explains what personal information we collect, how we obtain and use it, the lawful bases for processing, who we may share it with, how long we retain it, how we protect it, and the rights available to you.

We process personal information in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

The Job Office Ltd is a specialist recruitment business providing recruitment and Rec2Rec services to candidates and employers.

For the purposes of applicable data protection legislation, The Job Office Ltd will normally be the data controller responsible for the personal information described in this Privacy Policy.

The Job Office Ltd
109 Barrowby Road
Grantham
Lincolnshire
NG31 8AE
Email: nicky@thejoboffice.com
Company Number: 5148184

3. Who This Privacy Policy Applies To

This policy applies to personal information we may process about candidates, prospective candidates, individuals we identify as potentially suitable for career opportunities, clients and prospective clients, client contacts, referees, suppliers, professional contacts, website visitors and people who communicate with TJO.

4. The Information We May Collect

Candidates and prospective candidates may provide, or we may obtain, information including:

- name and contact details
- location and professional social-media profiles
- CV, employment history, current and former employers
- job titles, responsibilities, qualifications and professional memberships



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- skills, experience and professional achievements
- current or previous remuneration where relevant, salary expectations and notice period
- career preferences, aspirations, preferred location and working arrangements
- interview details, feedback and reference information
- correspondence with us and relevant recruitment consultant notes

For clients and prospective clients, we may process names, business contact details, company and job title, recruitment requirements, vacancy and assignment information, commercial information relevant to our relationship and information regarding candidates introduced to the organisation.

5. How We Obtain Your Information

We may obtain information directly from you when you send us your CV, apply for a vacancy, register with us, contact us, respond to an advertisement, communicate through LinkedIn or another professional platform, speak with a TJO consultant or use our website.

As a specialist recruitment business, we may also identify people who could be suitable for relevant career opportunities. Professional information may therefore be obtained from LinkedIn, professional networking platforms, recruitment databases and systems, job boards, publicly available professional information, referrals, recommendations, clients and previous business communications.

6. Why We Use Your Personal Information

We may process personal information to provide our recruitment services, including to:

- understand your career requirements and objectives
- assess your skills, experience and suitability
- identify and discuss appropriate career opportunities
- manage applications and represent you appropriately in the recruitment market
- arrange interviews and communicate feedback
- support offer negotiations and maintain an ongoing professional relationship

We may also process information to understand client recruitment requirements, identify and introduce appropriate candidates, manage assignments, arrange interviews, provide recruitment and market information, maintain accurate business records, improve our services, meet contractual requirements and comply with legal or regulatory obligations.

7. Our Lawful Bases for Using Your Information

We will only process personal information where we have an appropriate lawful basis. Depending on the activity, this may include:

Legitimate interests: where processing is necessary for our legitimate recruitment and business interests, or those of another party, provided these interests are not overridden by your rights and interests.

Contract: where processing is necessary to enter into or perform a contract.

Legal obligation: where processing is necessary to meet a legal or regulatory requirement.

Consent: where consent is the appropriate lawful basis. If we rely on consent, you may withdraw it at any time.



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8. Your CV and Candidate Profile

You may provide your CV for a particular vacancy or for general career consideration, including by email, our website, a recruitment platform, job board, professional network or directly to a TJO consultant.

Your CV and relevant candidate information may be stored within our recruitment systems and made available to authorised TJO personnel for recruitment purposes. You may provide an updated CV at any time. Previous information may be retained where we have a legitimate or legal reason for doing so.

Where practical and appropriate, we will discuss a specific opportunity with you before formally submitting your CV or detailed candidate profile to a prospective employer.

9. Special Category and Criminal Offence Information

Recruitment can occasionally involve information requiring additional protection, such as information relating to health or disability, racial or ethnic origin, religious or philosophical beliefs, trade union membership or sexual orientation. We will only process such information where it is necessary and where an appropriate lawful basis and any additional legal condition are satisfied.

We will only process criminal offence information where we have an appropriate lawful basis and are legally permitted to do so.

10. Who We May Share Your Information With

Where appropriate and lawful, personal information may be shared with:

- prospective employers, existing clients and organisations to which you are applying
- service providers supporting our recruitment, IT and business operations
- professional advisers, including solicitors, accountants or insurers
- government, regulatory or law enforcement bodies where disclosure is required or permitted by law

TJO does not sell personal information or candidate CVs.

11. References and Checks

Where appropriate to a recruitment process, we may request or process references and other appropriate recruitment checks. Information obtained through such checks will be handled appropriately and confidentially in accordance with applicable data protection requirements.

12. Keeping Your Information Accurate

We want the information we hold about you to be accurate, relevant and up to date. Please tell us if your employment, contact information, CV, salary expectations, location, career preferences or availability change. You can contact us at nicky@thejoboffice.com.

13. How Long We Keep Your Information

We retain personal information for no longer than is reasonably necessary for the purposes for which it was collected, subject to legal, regulatory and legitimate business requirements.

The appropriate retention period may depend on the nature of our relationship with you, whether you remain active in the recruitment market, our ongoing candidate or client relationship, contractual obligations, taxation and accounting requirements,



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and potential legal claims or disputes. When information is no longer reasonably required, we will take appropriate steps to delete, anonymise or securely dispose of it in accordance with our retention procedures.

14. Your Data Protection Rights

Depending on the circumstances and applicable legislation, you may have the right to:

- request access to personal information we hold about you
- request correction of inaccurate or incomplete information
- request erasure of your information in certain circumstances
- request restriction of processing
- object to certain processing
- request data portability where the right applies
- withdraw consent where we rely on consent
- complain about how your information has been used

These rights are not absolute and legal exemptions may apply. To exercise your rights, please email nicky@thejoboffice.com. We may need to verify your identity before responding to a request.

15. Job Opportunities and Marketing Communications

Where lawful and appropriate, we may contact you about vacancies, potential career opportunities, relevant recruitment services or recruitment market information that we reasonably believe may be relevant to you.

You can ask us to stop these communications at any time by emailing nicky@thejoboffice.com. You may include UNSUBSCRIBE in the subject line. Opting out of marketing or general vacancy communications will not necessarily prevent us from contacting you about an active application, existing assignment, contractual matter or other appropriate non-marketing communication.

16. Data Security

We take appropriate technical and organisational measures designed to protect personal information against accidental loss, unauthorised access, misuse, disclosure, alteration and destruction. Access to personal information is restricted to people who have a legitimate reason to access it.

17. Personal Data Breaches

If TJO becomes aware of a personal data breach, we will assess and investigate the incident and take appropriate action. Where legally required, we will notify the Information Commissioner's Office (ICO) and/or affected individuals in accordance with applicable data protection legislation.

18. International Data Transfers

Some technology, software, recruitment or service providers may process or store information outside the United Kingdom. Where personal information is transferred outside the UK, TJO will take appropriate steps to ensure the transfer complies with applicable UK data protection requirements and that appropriate safeguards are used where required.

19. Equal Opportunities and Diversity

The Job Office Ltd is committed to equal opportunities, fairness and diversity. We aim to ensure candidates, clients, employees and other individuals are treated fairly and with respect. Where equality or diversity monitoring involves information afforded



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additional protection under data protection legislation, we will only process that information where there is an appropriate legal basis and any required additional condition.

20. If You Are Unhappy With How We Have Handled Your Information

We take concerns about personal information seriously and welcome the opportunity to resolve any issue directly. In the first instance, please email nicky@thejoboffice.com or write to:

Data Protection Contact
The Job Office Ltd
109 Barrowby Road
Grantham
Lincolnshire
NG31 8AE

If you remain dissatisfied, you have the right to raise your concerns with the Information Commissioner's Office (ICO). Website: www.ico.org.uk

21. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our recruitment services, business practices, technology, legislation, regulatory guidance or the way we process personal information. Where appropriate, significant changes will be highlighted on our website.

Last updated: 29 September 2026

22. Contact The Job Office Ltd

If you have any questions about this Privacy Policy or the information we hold about you, please contact us:

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