1. Our commitment

Tech Intellect Ltd is a specialist technology recruitment business. We handle personal information about candidates, contractors and client contacts every day, and we take our responsibility to protect it seriously. We comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Data (Use and Access) Act 2025 and the Privacy and Electronic Communications Regulations 2003 (PECR).

For full details of how we use personal information, please read our Privacy Policy.

2. Our role

Tech Intellect is the controller of the personal information of the candidates, contractors and client contacts we work with, and is registered with the Information Commissioner's Office (ICO). When we send a candidate's details to a client, the client becomes responsible for that information for its own recruitment purposes.

3. How we comply

- **Accountability:** our Directors are responsible for data protection, supported by documented policies that are reviewed every year.
- **Candidate agreement:** we only send a CV to a client after the candidate has agreed to be put forward for that specific role.
- **Only what we need:** we collect only the information we need and remove unnecessary details, such as home address and date of birth, from CVs before sending them.
- **Retention:** we keep candidate records for 10 years from our last meaningful contact and then securely delete them.
- **Security:** we protect information with encryption, multi-factor authentication, restricted access and regular staff training.
- **Trusted suppliers:** suppliers who handle personal information for us are checked and bound by written contracts.
- **Overseas transfers:** information is kept in the UK wherever possible, and any transfer abroad is protected by approved safeguards.
- **People make the decisions:** we never make decisions about candidates solely by automated means.
- **Marketing:** we only send marketing where the law allows, and you can opt out at any time.

4. Your rights

You can ask to access, correct, delete, restrict, move or object to the use of your personal information, free of charge. We respond within one month.

5. Data breaches

We have a clear process for handling incidents. Where a breach is likely to put individuals at risk, we notify the ICO within 72 hours and tell those affected without undue delay where the risk is high.

6. Contact and complaints

If you have a question, wish to use your rights, or are unhappy with how we have handled your information, email **hello@techintellect.co.uk**. We acknowledge complaints within 30 days. You also have the right to complain to the ICO at www.ico.org.uk.

Tech Intellect Ltd, registered in England and Wales (company number 11257533). Registered office: 61 Westway, Caterham, Surrey, CR3 5TQ.