1. About this policy

Tech Intellect Ltd ("Tech Intellect", "we", "us") is a specialist technology recruitment business. This policy explains how we collect, use and protect your personal information when you look for work through us, work on assignment through us, are a client or supplier contact, or use our website.

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).

2. Who we are

Tech Intellect Ltd is the controller of your personal information. We are registered in England and Wales (company number 11257533), with our registered office at 61 Westway, Caterham, Surrey, CR3 5TQ, and we are registered with the Information Commissioner's Office (ICO).

For any question about this policy or your information, email **hello@techintellect.co.uk**.

3. The information we collect

- **Candidates:** contact details, CV, work history, qualifications, salary expectations, interview notes, references and right-to-work status.
- **Contractors and temporary workers:** the above, plus identity documents, National Insurance number, bank details, pay rates, timesheets and limited company or umbrella company details.
- **Clients and suppliers:** name, job title, business contact details and our communications with you.
- **Website users:** information you send us through forms or email, and cookie data (see section 10).

We collect most information directly from you. We may also receive it from job boards and professional networks such as LinkedIn, from people who recommend you, from clients (such as interview feedback), from referees, and from umbrella or screening companies. If we obtain your details from someone else, we will send you this policy within one month or when we first contact you.

4. How we use it and why

Purpose	Lawful basis
Contacting you about suitable roles and helping you find work	Legitimate interests
Putting you forward to clients (only with your agreement for each role) and arranging interviews	Legitimate interests; steps before a contract
Checking your right to work in the UK	Legal obligation
Managing assignments, timesheets, pay and invoicing	Contract; legal obligation
Managing relationships with clients and suppliers	Legitimate interests; contract

Purpose	Lawful basis
Sending marketing about our services and roles	Consent, or legitimate interests where PECR allows
Running and securing our website	Legitimate interests; consent for non-essential cookies

We only collect sensitive information (such as health information for reasonable adjustments, or criminal record checks where a role requires them) where the law allows it. We never make decisions about you solely by automated means. Any technology we use to help match candidates is always reviewed by a consultant.

5. Who we share it with

We never sell your information. We share it only where necessary with:

- clients, only after you have agreed to be put forward for a specific role;
- service providers who help us run our business (such as our recruitment software, email, IT, payroll and screening providers), under written contracts;
- umbrella or payroll companies you choose to work through, and your referees;
- our professional advisers; and
- authorities such as HMRC or the Home Office, where the law requires it.

6. International transfers

We store your information in the UK. If any provider handles it outside the UK, we make sure it is protected by UK adequacy regulations, the UK-US data bridge, or ICO-approved contract terms.

7. How long we keep it

We keep your information for 10 years from our last meaningful contact with you, or from the end of your assignment or our business relationship. We then securely delete it.

8. Your rights

You have the right to access, correct or delete your information, restrict or object to how we use it, ask for it in a portable format, and withdraw consent at any time. You can always object to marketing.

To use any of these rights, email hello@techintellect.co.uk. There is no fee, and we will respond within one month.

9. Marketing

We only send marketing where the law allows. Every message includes an unsubscribe link, or you can opt out at any time by emailing hello@techintellect.co.uk.

10. Cookies

Our website uses essential cookies to work properly and, with your consent, analytics cookies to help us improve it. You can manage your choices at any time using "Cookie Settings" at the bottom of any page.

11. Keeping your information safe

We protect your information with appropriate security measures, including encryption, multi-factor authentication, restricted access and staff training. If a breach is likely to put you at high risk, we will tell you without undue delay.

12. Complaints

If you are unhappy with how we have handled your information, please email hello@techintellect.co.uk. We will acknowledge your complaint within 30 days and respond without undue delay. You can also complain to the Information Commissioner's Office at www.ico.org.uk.

13. Changes to this policy

We review this policy regularly. This version is effective from 6 October 2026.