Privacy Policy

Last updated: October 2026

1. Who we are

Clare Persey Recruitment Limited (trading as Clare Persey Recruitment) (“we”, “us”, “our”) provides recruitment services to candidates and hiring organisations. Our correspondence address is 115 Lavender Sweep, London SW11 1EA, United Kingdom. We act as controller of personal information used for our own recruitment and business activities. For privacy enquiries or to exercise your rights, contact hello@clarepersey.co.uk.

2. Who this policy covers

This notice applies to candidates, prospective candidates, client contacts, suppliers and people who use our website or contact us.

3. Information we collect

For candidates, we collect names, contact details, CVs, portfolios, employment and education history, qualifications, skills, salary expectations, job preferences, interview notes, correspondence, references, and right-to-work information. Where relevant and legally permitted, we may process criminal conviction information subject to additional safeguards and an appropriate legal condition. We collect client and supplier contact details and relevant business correspondence.

4. Where information comes from

We obtain information directly from you, through your communications and applications, from referees and prospective employers, and where appropriate from professional networking sites, public professional profiles, job boards or referrals. Where required, we will explain the source and provide privacy information when first contacting you or within the legally required timeframe.

5. How and why we use information

We use candidate information to discuss opportunities, review CVs and experience, identify suitable candidates, arrange interviews, communicate with hiring organisations, administer placements and maintain accurate recruitment records. Our staff may use AI-assisted tools to help review CVs, search for candidates and draft communications; these tools support administrative and research activities and do not make recruitment decisions or automatically accept or reject candidates. Recruitment decisions remain with people. We use client contact information to provide services and manage business relationships.

6. Our lawful bases

Depending on the activity, our lawful bases under UK GDPR are legitimate interests (providing and improving recruitment services and managing business relationships,

balanced against your rights), steps requested before entering a contract or performance of a contract, compliance with legal obligations, or consent where required (including for certain marketing and optional cookies). Where special-category or criminal-offence data is processed, we will also identify an applicable additional legal condition. Consent to submit a CV for a particular role is requested as part of our candidate service; it is not necessarily the UK GDPR lawful basis for every related processing activity.

7. Sharing your information

We obtain your specific permission before submitting your CV or identifiable profile to a client for each individual opportunity. The recipient employer generally handles information it receives under its own privacy notice. We also use trusted service providers to support our operations, including Recruit CRM for recruitment records, Microsoft 365 for email and documents, Mailchimp for email campaigns, Google Analytics for website measurement, and AI-assisted tools for the limited support activities described above. Such providers may process information on our behalf subject to appropriate contractual and security safeguards. We may share information where legally required.

8. How long we retain information — six years

Our standard maximum retention period for ordinary candidate recruitment records is six years from the last meaningful two-way recruitment interaction (for example, a candidate response, CV update, interview or placement discussion). Automated messages, internal searches and routine database maintenance do not restart that period. We review whether information remains necessary and will delete or anonymise records when they are no longer required. We are implementing an annual review of inactive candidate records. Some placement, financial, right-to-work or criminal-offence records may require different retention periods where justified by law or documented necessity. You may contact hello@clarepersey.co.uk to request review or deletion of your information, subject to applicable exceptions.

9. Your rights

Subject to applicable legal limits, you can request access to your personal data, correction, erasure, restriction, portability and object to processing, including direct marketing. Where we rely on consent, you may withdraw it at any time without affecting prior lawful processing. Contact hello@clarepersey.co.uk. We normally respond to valid rights requests within one month, subject to permitted extensions. You may complain to the Information Commissioner's Office (ICO) at ico.org.uk.

10. Marketing

We send newsletters and job alerts, including through Mailchimp, where permitted under UK data protection and electronic marketing rules. We use consent where required and provide a way to unsubscribe from marketing emails. You can also opt out by contacting hello@clarepersey.co.uk. Opting out of marketing does not prevent necessary individual communications about recruitment services you have requested.

11. Security and international transfers

We use appropriate technical and organisational measures to protect personal information against unauthorised access, loss and misuse. If personal data is transferred outside the UK, we will use a lawful transfer mechanism, such as UK adequacy regulations or appropriate contractual safeguards, where required. Please report suspected privacy or security incidents to hello@clarepersey.co.uk.

12. Cookies and analytics

We use Google Analytics to understand how visitors use our website and improve our services. Where consent is required for non-essential cookies or similar tracking technologies, we will seek that consent before using them. You can manage cookies through your browser settings. For questions about website tracking or your choices, contact hello@clarepersey.co.uk.

13. Changes to this notice

We may update this notice when our practices or legal requirements change. The latest version will be published on our website with its updated date. Material changes will be communicated where appropriate.