

**ASSOCIATION OF PROFESSIONAL RECRUITMENT CONSULTANTS  
GENERAL DATA PROTECTION REGULATION (GDPR)**

**COMPLIANCE STATEMENT**

Our Data Protection Officer is Barbara Clayton [compliance@aprc.co.uk](mailto:compliance@aprc.co.uk)

All of our staff are familiar with GDPR and their personal responsibilities. You are welcome to see our policy. Please request or download a copy via our contact us page.

All staff are trained on induction and every two years (or sooner if there is a major change in legislation).

We have a **Right to Erasure** process. If you wish to be erased, please contact us via the **Contact Us Page**

We have a **Privacy Policy** which informs people what we do with their personal data; this is also available on request. Please request or download via our **Home Page**

No personal data is transferred to any third party.

**When processing data we undertake the following:**

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose
- The data must be accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure
- We do not process sensitive information.
- All storage is secure and GDPR procedures are in place.
- We have a notification process in place for any breach.

## **PRIVACY POLICY**

This **Privacy Policy** is to inform you on the processing and handling of personal data by the Association of Professional Recruitment Consultants ('The Association').

The Association respects the privacy of visitors to [www.aprc.co.uk](http://www.aprc.co.uk). Personal data is only collected when directly given to us during the membership or training process, where it is necessary to service your requests.

This Website contains features to subscribe for updates from APRC and a contact form to directly contact us for more information. We collect the contact information you provide to us through these options in order to service your request(s).

The collection and processing of personal data through this Website is done in accordance with the EU General Data Protection Regulation.

APRC does not collect personal data through this Website, unless provided by you through our contact form or through your request to be subscribed to our periodic updates.

In these cases, APRC collects the following data:

- Your first name
- Your surname
- Your e-mail address

In addition, if you chose to provide us with additional information along with your request, or for membership or training purposes, the APRC can collect the following data:

- The name and address of your organisation or company
- Your telephone number

### **What are the purposes for collecting my data?**

Personal data collected through the contact form on this Website will only be used for the purposes for which it was provided. If you make use of our contact form, we will use the data you provided to stay in touch with you and service your request. If you fill in a request to be kept informed by us, we will collect your details in order to periodically provide you with updates on developments regarding training, recruitment and new information about APRC.

You may unsubscribe from any contact from us by simply clicking on the link included in the communication, or by visiting the website and contacting us via our **Contact Us** page.

**Will any of my data be given to third parties?**

No. The APRC does not give or sell your personal data to third parties, nor will APRC provide your personal data to third parties, unless obligated by law, for instance in case of a lawful request by law enforcement authorities.

**For how long will my data be kept?**

APRC will save your data for as long as is necessary for the purpose for which it was provided. Our contact with you will offer you the possibility to unsubscribe, after which your data will be deleted from our systems.

**Will my personal data be secure?**

We value your privacy. APRC has therefore taken measures to protect your data from theft, loss or any kind of use that is not in line with the purposes for which the data was collected. We work with secured networks and, if necessary, with encryption. If you give us credit card or banking information for payment of our services, we only use this information for payment processing. We do not retain your credit card or banking information after processing a payment.

**Where can I file a request to access or remove my data?**

If you wish to remove your contact details you can send a request by e-mail to [info@aprc.uk](mailto:info@aprc.uk).

If you wish to access your data that is processed through this Website, you can send a request by email to [info@aprc.co.uk](mailto:info@aprc.co.uk). However, in order for us to make sure that you are who you say you are we shall request proof of identification at that time.

Following your request for access, you can request rectification or removal of your data.

This can be requested if:

- The personal data is incorrect;
- The personal data is incomplete or not relevant to the specific purpose for which it was collected;
- The personal data is used in violation of the law.

APRC will respond to your request within 14 days.

Does [www.aprc.co.uk](http://www.aprc.co.uk) use cookies?

No. The APRC does not use cookies on its website.

For more information please contact us:-



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