



Parkes Personnel Ltd

Presented by Jackie Jackson of Parkes Personnel
E:jackie@parkespersonnel.co.uk T: 07899 963037

PARKES PERSONNEL LTD

Privacy Notice

Last Reviewed: September 2026

1. Introduction

Parkes Personnel Ltd ("we", "us", "our") is a specialist Recruitment-to-Recruitment (Rec2Rec) consultancy providing recruitment services to recruitment businesses and recruitment professionals throughout the UK.

We are committed to protecting and respecting your privacy and ensuring that your personal information is processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

This Privacy Notice explains how we collect, use, store and protect your personal information when you engage with us as a candidate, client, supplier or website visitor.

2. Who We Are

Parkes Personnel Ltd

Company Registration Number: **12953037**

Contact: Jackie Jackson, Managing Director

Email: Jackie@parkespersonnel.co.uk

Telephone: 07899 963037

Website: <https://www.parkespersonnel.co.uk>

Parkes Personnel Ltd is the Data Controller for the personal data we process.

3. Information We Collect

We may collect, store and process the following categories of personal data:

Candidate Information



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- Name
- Address
- Email address
- Telephone number
- Date of birth
- Nationality and right to work information
- National Insurance number (where applicable)
- CV and employment history
- Qualifications, training and professional memberships
- Salary, benefits and remuneration information
- References
- Interview notes and assessments
- Career preferences and job search requirements

Client Information

- Name
- Job title
- Company details
- Business email address
- Business telephone number
- Recruitment requirements and hiring information

Special Category Data

Where necessary and lawful, we may process:

- Health information
- Disability information
- Criminal conviction information
- Diversity and equality monitoring information

We will only process such information where permitted by law and where an appropriate legal basis exists.

4. How We Collect Your Information

We may collect personal information directly from you through:



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- CV submissions
- Telephone calls
- Emails
- LinkedIn messages
- Registration forms
- Website enquiries
- Video interviews
- Referrals

We may also obtain information from:

- LinkedIn
- CV-Library
- Reed
- Indeed
- Totaljobs
- Professional networking sites
- Publicly available sources
- Referees nominated by you
- Previous employers (with appropriate permissions where required)

5. How We Use Your Information

We process personal data for the purposes of:

- Matching candidates with suitable opportunities
- Introducing candidates to prospective employers
- Assessing suitability for vacancies
- Providing recruitment services
- Managing client relationships
- Conducting reference checks
- Complying with legal obligations
- Maintaining recruitment records
- Improving our services
- Marketing relevant recruitment opportunities and services



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Candidate profiles may be anonymised and discussed with recruitment businesses before any identifying information is disclosed. Personal information will not normally be shared with a client without the candidate's knowledge and consent.

6. Legal Basis for Processing

We process personal data under one or more of the following lawful bases:

Legitimate Interests

We have a legitimate interest in:

- Providing recruitment services
- Matching candidates to suitable opportunities
- Communicating with candidates and clients
- Maintaining recruitment records
- Developing and improving our business
- Promoting relevant recruitment opportunities and recruitment services

Where we rely on legitimate interests, we consider whether the processing is necessary and balance our interests against the rights, interests and reasonable expectations of the individual.

Contract

Processing may be necessary:

- Prior to entering into a contract
- To fulfil contractual obligations with candidates, clients and suppliers

Legal Obligation

We may process data to comply with:

- Employment legislation
- Tax legislation
- Immigration legislation
- Anti-discrimination legislation
- Conduct of Employment Agencies and Employment Businesses Regulations 2003

Consent



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Where consent is required, we will obtain it and you may withdraw it at any time.

7. Who We Share Your Information With

We may share your personal data with:

- Recruitment agency clients
- Prospective employers
- Referees and previous employers
- Professional advisers
- Accountants and auditors
- Regulatory authorities
- Software and technology providers supporting our recruitment services

This may include providers of:

- Recruitment CRM systems
- Email services
- Cloud storage services
- Website hosting services
- Marketing platforms
- Business administration systems

All third-party providers are required to process your information securely and only for authorised purposes.

8. International Transfers

Some of our service providers may process personal information outside the UK.

Where personal information is transferred outside the UK, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

9. Data Retention

We will only retain personal information for as long as necessary to fulfil the purposes for which it was collected and to meet legal, regulatory and contractual obligations.

Typically:

- Candidate records may be retained for up to six years following the last meaningful



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contact. We will periodically review candidate information and delete or anonymise information where continued retention is no longer necessary.

- Client records may be retained for up to six years after the end of the business relationship.
- Financial records may be retained for up to seven years in accordance with HMRC requirements.

Where retention is no longer necessary, information will be securely deleted or anonymised.

10. Your Rights

Under UK GDPR you have the right to:

- Be informed about how your data is used
 - Access your personal data
 - Correct inaccurate information
 - Request deletion of your personal data
 - Restrict processing
 - Object to processing
 - Request data portability
 - Withdraw consent where processing is based on consent
 - Rights in relation to significant decisions based solely on automated processing
- Parkes Personnel Ltd does not currently use solely automated decision-making to make significant decisions about candidates. Recruitment decisions and assessments involve human judgement.

To exercise any of these rights please contact:

Jackie Jackson
Jackie@parkespersonnel.co.uk

11. Website Cookies and Analytics

Our website may use cookies and similar technologies to improve user experience and monitor website performance.

These may include:



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- Essential cookies
- Analytics cookies
- Security cookies

Where required, visitors will be given the opportunity to manage cookie preferences.

We may use services such as Google Analytics to help us understand how visitors interact with our website.

For more information regarding Google Analytics please visit:

<https://policies.google.com/privacy>

12. Marketing Communications

We may send information relating to:

- Recruitment opportunities
- Recruitment market updates
- Industry insights
- Business updates
- Recruitment services

You can unsubscribe from marketing communications at any time by clicking the unsubscribe link or contacting us directly.

13. Data Security

We take appropriate technical and organisational measures to protect personal information against:

- Unauthorised access
- Accidental loss
- Misuse
- Alteration
- Disclosure

These measures may include:

- Password protection
- Encryption



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- Secure cloud storage
- Restricted access controls
- Anti-virus and security software

Access to personal information is restricted to authorised personnel and trusted service providers who require access for legitimate business purposes.

While we take reasonable steps to protect your information, transmission over the internet can never be guaranteed to be completely secure.

14. Third Party Websites

Our website may contain links to external websites.

We are not responsible for the privacy practices of third-party websites and encourage visitors to review the privacy policies of those websites before providing any personal information.

15. Data Protection Complaints

If you have a concern or complaint about how Parkes Personnel Ltd has collected, used, stored or otherwise handled your personal information, please contact:

Jackie Jackson
Managing Director
Jackie@parkespersonnel.co.uk
07899 963037

We will acknowledge receipt of a data protection complaint within 30 days. We will investigate the matter appropriately, keep you informed where necessary and provide you with the outcome without undue delay.

If you remain dissatisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO).

Telephone: 0303 123 1113
Website: ico.org.uk