

Candidate Privacy Notice – EZA Recruitment

Last updated: August 2026

EZA Group, trading as EZA Recruitment, is committed to protecting the privacy and personal information of the candidates we work with.

This Privacy Notice explains how we collect, use, store and share your personal information when you register with us, apply for a role through us, contact us about employment opportunities, or when we identify you as a potential candidate.

Please read this notice carefully.

1. Who We Are

EZA Group, trading as EZA Recruitment, provides recruitment services and connects candidates with suitable employment and recruitment opportunities.

For the purposes of UK data protection law, EZA Group is the **data controller** for the personal information collected and used in connection with the recruitment services provided under the trading name EZA Recruitment.

Registered business name: EZA Group

Trading name: EZA Recruitment

Contact email: info@ezagroup.co.uk

If you have any questions about this Privacy Notice or how we use your personal information, please contact us using the details above.

2. The Personal Information We May Collect

Depending on our relationship with you and the recruitment services we provide, we may collect and use information including:

- Your name and contact details, including your email address and telephone number.
- Your location.
- Your CV, employment history and work experience.
- Your current or previous job title and employer.
- Your education, qualifications, training and professional skills.
- Your salary or rate expectations.
- Your availability and notice period.
- Your job preferences, including preferred roles, locations and working arrangements.
- Information relevant to your suitability for particular opportunities.
- Notes from conversations and communications we have with you.
- Information you provide during the recruitment process.
- Your LinkedIn profile or other publicly available professional information where relevant to recruitment.
- Information provided by referees, where appropriate and where we carry out reference checks.

- Information relating to your right to work, where relevant to a role or recruitment process.

We aim to collect only the personal information that is relevant and necessary for our recruitment services.

3. How We Collect Your Information

We may collect your personal information directly from you when you:

- Send us your CV.
- Apply for a vacancy.
- Register with EZA Recruitment.
- Contact us by email, telephone, LinkedIn or other professional communication channels.
- Speak with us about your experience or career preferences.
- Provide information during a recruitment process.

We may also obtain limited personal information about potential candidates from other sources, where relevant and lawful, including:

- Professional networking platforms such as LinkedIn.
- Publicly available professional profiles or websites.
- Referrals from individuals or professional contacts.
- Job boards where your information has been made available for recruitment purposes.

Where we obtain your personal information from another source, we will provide you with the information required under applicable data protection law.

4. Why We Use Your Personal Information

We may use your personal information to:

- Register you as a candidate with EZA Recruitment.
- Assess your skills, experience and suitability for potential opportunities.
- Contact you about relevant employment or recruitment opportunities.
- Match you with suitable roles or clients.
- Communicate with you throughout the recruitment process.
- Submit your details to a client for a specific opportunity where appropriate.
- Arrange interviews and communicate about interview outcomes.
- Keep records of our communications and recruitment activity.
- Carry out appropriate checks where relevant and lawful.
- Respond to your questions and requests.
- Manage and improve our recruitment services.
- Meet our legal, regulatory and record-keeping obligations.
- Protect our business and resolve complaints or disputes.

We will not use your personal information for purposes that are incompatible with the reasons we collected it without taking appropriate steps required by data protection law.

5. Our Lawful Basis for Using Your Information

Under UK data protection law, we must have a valid lawful basis for using your personal information.

Depending on the circumstances and the purpose for which we are using your information, EZA Group trading as EZA Recruitment may rely on one or more lawful bases, including:

Legitimate Interests

We may process your personal information where this is necessary for our legitimate interests in operating and providing our recruitment services, including identifying and contacting suitable candidates, assessing candidate suitability, matching candidates with relevant opportunities and managing our candidate database.

Where we rely on legitimate interests, we will consider your rights and interests and will not use your information where our interests are overridden by your data protection rights.

Taking Steps in Connection with a Contract

We may process your information where this is necessary to take steps at your request before entering into a contract or where otherwise necessary in connection with our relationship with you.

Legal Obligation

We may process certain information where necessary to comply with a legal obligation.

Consent

In certain circumstances, we may ask for your consent before using your personal information for a specific purpose. Where we rely on consent, you can withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before you withdrew it.

6. Special Category and Criminal Offence Data

We do not routinely collect special category personal data or criminal offence data.

Special category data can include information about your health, racial or ethnic origin, religious beliefs, trade union membership or sexual orientation.

If it is necessary and lawful for us to process this type of information in connection with a particular recruitment opportunity, we will only do so where we have an appropriate lawful basis and any additional condition required by applicable data protection law.

We will only process criminal offence or criminal conviction information where this is relevant, necessary and permitted by law.

7. Who We May Share Your Information With

We may share relevant personal information with:

- Clients or prospective employers in connection with a specific recruitment opportunity.
- Service providers who support our business and securely process information on our behalf, where applicable.
- Professional advisers, such as legal or accounting advisers, where necessary.

- Government bodies, regulators or law enforcement agencies where we are legally required or permitted to do so.

We will not sell your personal information.

We will only share information that is relevant to the purpose for which it is being shared.

8. Your CV and Candidate Information

Your CV and candidate information may be stored in our candidate database and secure business systems so that we can manage our relationship with you and consider you for suitable opportunities.

We will take appropriate steps to protect your information.

We will not send your CV or personal details to a prospective employer for a specific role without an appropriate basis for doing so and in accordance with our recruitment process.

9. How Long We Keep Your Information

We do not keep personal information for longer than necessary.

We will normally retain candidate information for up to **12 months from our last meaningful contact with you**. We will periodically review candidate records to determine whether it is still necessary and appropriate to retain the information for our recruitment services.

Where we no longer need to retain your information, we will securely delete or anonymise it, unless we are required or permitted by law to retain it for longer.

Our retention periods are reviewed as part of our internal data retention procedures.

10. How We Keep Your Information Secure

We take appropriate technical and organisational measures to protect your personal information.

Our measures include, where appropriate:

- Using secure business systems to store candidate information.
- Restricting access to personal information.
- Using strong passwords and account security measures.
- Using two-factor authentication where available.
- Keeping candidate CVs and recruitment records in controlled-access storage.
- Reviewing access to candidate information.
- Taking steps to prevent unauthorised access, loss, misuse or disclosure.

No method of electronic storage or transmission is completely secure. However, we take reasonable steps to protect your personal information.

11. Your Rights

Depending on the circumstances, you may have rights under UK data protection law, including the right to:

- Request access to the personal information we hold about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to delete your information in certain circumstances.
- Ask us to restrict how we use your information in certain circumstances.
- Object to certain processing, including processing based on legitimate interests.
- Request the transfer of certain information to you or another organisation where applicable.
- Withdraw consent at any time where we rely on consent.

To exercise your rights, please contact us at:

info@ezagroup.co.uk

We may need to confirm your identity before responding to a request.

You also have the right to complain to the Information Commissioner's Office if you are unhappy with how we handle your personal information.

You can find further information through the Information Commissioner's Office.

12. Changes to This Privacy Notice

We may update this Privacy Notice from time to time.

When we make changes, we will update the date at the top of this notice. We recommend that you review this notice periodically.

13. Contact Us

If you have any questions about this Privacy Notice or how EZA Group trading as EZA Recruitment handles your personal information, please contact:

EZA Group trading as EZA Recruitment

Email: **info@ezagroup.co.uk**

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