# Candidate Privacy Notice

*Albion Search Limited – last updated 09/11/2026*

## 1. Who we are

Albion Search Limited ("we", "us") is the data controller for the personal information described in this notice. We are a company registered in [England and Wales], company number 15818933, with our registered office at West Hill House, Allerton Hill, Chapel Allerton, Leeds, England, LS7 3QB.

If you have any questions about this notice or how we handle your data, contact us at info@albionsearch.co.uk.

## 2. What information we collect

When you submit your CV or contact us through our website, we collect:

- Your name, email address, phone number and location
- Your CV and any covering message, including your employment history, qualifications, skills and any other details you choose to include
- Information you give us when we speak or correspond with you (for example, your salary expectations, notice period and the type of work you are looking for)
- Technical information about your visit to our website, such as your IP address (see our privacy policy for more)

Please do not include sensitive information in your CV (such as health details, ethnic origin, religion or criminal convictions) unless it is relevant to your application. If you do provide it, we will only use it where the law allows.

## 3. How we use your information and why

We use your information to:

- Assess your suitability for roles we are recruiting for, and match you with vacancies
- Contact you about opportunities, interviews and the progress of your application
- Share your details with our clients so they can consider you for roles (see section 4)
- Keep records of our recruitment activity and meet our legal obligations

Our lawful basis for this is **legitimate interests**: it is in our interests, and normally in yours, for us to process your CV in order to find you suitable work. We have considered the impact on you and do not believe it overrides your rights. We also keep your CV on file for future roles and rely on your consent for this. If you do not want your CV stored after submitting it to us, please notify us at info@albionsearch.co.uk.

## 4. Who we share your information with

We do not sell your data. We may share it with:

- Our clients (prospective employers), but only for roles you are being considered for, and normally only with your agreement before we send your CV
- Service providers who help us run our business, such as email, website hosting, IT support and recruitment software, who act on our instructions
- Professional advisers, regulators or authorities where we are legally required to

If any of these providers are based outside the UK, we make sure appropriate safeguards are in place to protect your data.

## 5. How long we keep your information

We keep your CV and related information for 12 months after our last meaningful contact with you, unless you ask us to delete it sooner. If you are placed in a role through us, we may keep some records for longer where needed for legal, accounting or contractual reasons.

## 6. Keeping your information secure

We take appropriate steps to protect your data, including secure email and storage, access limited to staff who need it, and regular deletion of out-of-date CVs.

## 7. Automated decisions

We do not use automated decision-making, AI or profiling that has a significant effect on you.

## 8. Your rights

Under UK data protection law you have the right to:

- Be told how your data is used (this notice)
- Access a copy of the information we hold about you
- Have inaccurate information corrected
- Have your information deleted, in certain circumstances
- Restrict or object to our use of your information, including where we rely on legitimate interests
- Receive your information in a portable format, in certain circumstances
- Withdraw consent at any time, where we rely on it

To use any of these rights, contact us using the details in section 1. We will respond within one month.




## 9. Complaints

If you are unhappy with how we have handled your information, please contact us first so we can try to put it right. You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk.

## 10. Changes to this notice

We may update this notice from time to time. The latest version will always be available on our website.