



EVP Recruitment Limited

Recruitment business specialising in permanent and contract placements of personnel.

Updated Privacy Policy – May 2018

Candidate information is generated through the CV Library website, LinkedIn and the company's own website. Referrals are also often made by other candidates, clients or networking acquaintances.

Candidates apply to roles that are advertised on CV Library and other websites affiliated to CV Library. CVs and initial contact from candidates can also be sent via LinkedIn and the company's own website.

Any contact via LinkedIn would be recorded and sent via LinkedIn to the contact's direct email address and any response would be sent to their email address via the LinkedIn portal.

By applying to the role on CV Library, the candidate is required to accept or decline a yes or no answer to the following questions;

1. Are you happy for us to store and share your personal information with regards to your application for this specific role?
2. Are you happy for us to advise you of other roles and companies that may be of interest?

Whether their answer is yes or no, their application will be forwarded by email to emma@evprecruitment.co.uk

The record of their application is stored against the job advert on CV Library demonstrating a legitimate interest between EVP Recruitment Ltd, the candidate and potential employers.

On receipt, the email will contain a brief CV Library profile (as per the user entering the data on the CV Library system), a link to their personal record on CV Library and their CV as an attachment.

All email contact with personal information such as a CV or specific job application is then reviewed and assessed for further action by the Data Controller and/or Data Processor. The candidate will then be contacted by email, phone or text with regards to their application and registration with EVP Recruitment Ltd. Their information would then be shared with a client, if verbally agreed, as a suitable course of action as a Word or PDF document.

As a Recruitment Consultancy, the service provided to a candidate is complimentary. The Recruitment Consultancy will work proactively to keep the candidate informed of employment opportunities that may interest them with regards to furthering their career or finding new employment. Candidate information is gathered and used for recruitment purposes only.



Candidates will have the right to ask where their details have been submitted. In the instance of a confidential role, candidates may be asked to sign a NDA.

The candidate email would then be stored in an Outlook folder on a secure company electronic device (such as laptop, iPad, mobile phone, desktop etc). All emails are encrypted.

On occasion, an email address may be provided to a client for online testing or a contact number for both parties for out of hours meetings or telephone interviews. The candidate's personal information such as email address, phone number, full address is only shared with a client with the candidate's approval for example at job offer stage.

Candidates will have the right to ask for their details to be deleted from our company records at any point. To do so, please email remove@evprecruitment.co.uk and your details will be permanently deleted within 28 days. If they wish to remove their details from CV Library, they would need to contact CV Library directly.

All data and personal information is stored for as long as is required as processing time can vary considerably or until a request is made for their personal information to be removed and deleted from the company's computer system.

Personal data and information is handled and where appropriate used to determine job suitability for individuals against their job searching criteria and client requirements. All information is assessed according to current UK legislation.

Individuals have a right to contact the ICO if they are concerned with the way their data may have been handled.

Personal information is not sold onto to any third party.

Information is stored according to the Company GDPR processes and procedures. Candidates have the right to raise a SAR to request disclosure of their personal information which would be dealt with according to UK legislation.

All systems are encrypted or password protected. Data is stored online in accordance with company policies. Should there be a data breach, relevant parties and ICO would be informed in accordance with GDPR Legislation.