



# GDPR & Data Protection Pack

## Elevated Engineers Ltd

Engineering Talent • Elevating Careers

### Purpose

This document outlines Elevated Engineers' approach to protecting candidate and client personal information while providing specialist engineering recruitment services.

### Candidate Information

Candidate information may include contact details, CVs, employment history, qualifications, experience, salary expectations and career preferences. This information is used to identify suitable career opportunities.

### Candidate Consent

Candidates will provide consent before Elevated Engineers stores personal information and represents them to potential employers. Candidates may withdraw consent or request access to their information.

### Secure Storage

Personal data will be stored securely using approved business systems. Access will be restricted and appropriate security measures, including strong passwords and two-factor authentication, will be used.

### Data Retention

Personal information will only be kept for as long as necessary to provide recruitment services or maintain legitimate business records. Data will be reviewed and securely removed when no longer required.

### Sharing Information

Candidate details will only be shared with relevant clients where appropriate consent has been obtained and where the opportunity matches the candidate's skills and career goals.

### Individual Rights

Individuals have rights including requesting access to their information, requesting corrections, requesting deletion where appropriate and withdrawing consent.

### Data Breaches

Any suspected data breach will be investigated promptly and appropriate action will be taken to reduce risk and meet applicable obligations.

## **Contact**

For questions regarding personal data held by Elevated Engineers, please contact [recruitment@elevatedengineers.co.uk](mailto:recruitment@elevatedengineers.co.uk).