

Piece by Piece
HR & RECRUITMENT CONSULTANCY
People Solutions, Piece by Piece.

DOCUMENT 09 • CANDIDATE-FACING | PUBLISH AND PROVIDE • VERSION 1.0 / 04 NOVEMBER 2026

Candidate Privacy Notice

How we use your personal information when helping you find permanent employment.

Andrew Metcalf | Trading as Piece by Piece HR & Recruitment Consultancy | Sole trader
andrew@piecebypiecehr.co.uk | 07764 746952 | www.piecebypiecehr.co.uk
Correspondence only: c/o Spotlight Hair & Beauty, 723 Abbeydale Road, Sheffield S7 2BE

WHO THIS APPLIES TO

This notice applies to people who enquire about, register for or are considered for permanent vacancies through Piece by Piece, including people we contact from professional networks. We are an employment agency introducing candidates to employers; we do not employ or payroll the candidates we introduce.

1. Who is responsible for your information?

The data controller is Andrew Metcalf trading as Piece by Piece HR & Recruitment Consultancy (sole trader). Contact and correspondence details appear above. Email andrew@piecebypiecehr.co.uk with privacy questions or requests. If you accept a job application with a hiring organisation, that organisation will ordinarily act as a separate controller of information it collects or receives.

2. What information do we handle?

- Contact and career information: name, preferred contact details, general location, CV, employment and education history, qualifications, skills, professional memberships, salary expectations, preferences and availability.
- Recruitment process information: enquiries, notes from conversations, suitability assessments, vacancies considered, introduction authorisations, interview feedback, offer/start details and communications.
- Limited verification information where appropriate: confirmation of identity or role-specific qualifications, references and status of checks. We generally record that a check was completed rather than keep unnecessary identity documents or sensitive copies.
- Sensitive information only when necessary and legally justified, for example information about reasonable adjustments or a legally required eligibility check. We do not request detailed medical records or DBS certificates on initial registration.

3. Where do we obtain it?

Normally from you directly (registration form, CV, email, phone, professional profile), and sometimes from public professional platforms, a referring contact, a hiring organisation, a referee you identify, or an authorised screening provider. Where we obtain information indirectly, we give privacy information within the period required by law and normally at first contact, before any disclosure to a hirer.

4. Why do we use it, and our lawful bases?

Purpose	Typical UK GDPR basis
Answer enquiries, register you and discuss specific opportunities	Steps requested by you / legitimate interests in delivering work-finding services (Article 6(1)(b) or (f), as appropriate).
Assess role fit, coordinate interviews, introduce you to a named hirer with your recorded agreement	Legitimate interests in fair, efficient recruitment (Article 6(1)(f)); where directly relevant, taking requested steps under work-finding terms (Article 6(1)(b)).
Maintain legally required recruitment agency records, handle compliance or claims	Legal obligation (Article 6(1)(c)); legitimate interests in legal claims and business administration where applicable.
Send you optional future-vacancy updates not linked to an active instruction	Your affirmative marketing preference/consent where required (Article 6(1)(a)); you can opt out at any time.

We document any applicable Article 9 condition before using special-category information and an appropriate Schedule 1 condition where needed for criminal-offence information. We do not treat a general registration signature as blanket consent to process sensitive information. Information about disability may be shared only where necessary and lawful, for example to arrange an adjustment requested by you.

5. Who do we share information with?

- A named prospective employer when we have discussed the vacancy and recorded your agreement to that specific introduction; information shared is limited to what the employer reasonably needs.
- Suppliers providing secure email, document storage, recruitment administration or role-specific screening services, acting under appropriate arrangements; professional advisers or regulators when justified.
- Police, regulators or other authorities where disclosure is required or authorised by law, including credible safeguarding concerns.

We do not sell candidate data or send your CV speculatively to unnamed employers. Once you apply to or are introduced to a hiring employer, read that employer's own applicant privacy notice. We and the employer are ordinarily independent controllers, not automatically joint controllers.

6. How long will information be kept?

We retain operational work-finding records for at least the periods required by employment agency legislation: generally at least 12 months after record creation and 12 months after the last relevant work-finding service. Our normal retention schedule for candidate recruitment files is up to 24 months after the last substantive recruitment activity, unless a longer period is necessary for an ongoing dispute, legal duty or safeguarding issue. Unused speculative enquiries are normally deleted within 90 days. Optional future-vacancy profiles are reviewed at least annually and are normally removed after 24 months without meaningful engagement, sooner if you opt out and no lawful reason remains. DBS certificate content is not normally retained; see our dedicated procedure.

7. Security and international service providers

We use access controls, strong authentication, appropriately restricted files and secure channels for sensitive records. If a supplier transfers information outside the UK, we check that an appropriate legal transfer mechanism or adequacy protection applies. We do not promise that every technology supplier is based in the UK; the systems and safeguards are reviewed before use.

8. Your choices and data protection rights

Depending on the circumstances, you may request access, correction, erasure, restriction, portability, object to processing based on legitimate interests, and withdraw consent where consent is the basis. Some legal record-

keeping duties may prevent immediate deletion. We normally respond within one calendar month, subject to permitted extensions or exemptions. You may stop future role introductions at any time by contacting us.

9. Automated decisions and changes

Our intended recruitment process does not make solely automated decisions that have legal or similarly significant effects on candidates. If that changes, we will provide specific notice before introducing such a process. We may update this notice and will identify the current date/version. Providing essential contact and career information is usually needed for us to assess opportunities; you are not obliged to provide optional data, although withholding role-essential facts may limit introductions.

10. Questions and complaints

Contact andrew@piecebypiecehr.co.uk first so we can investigate. You may also complain to the Information Commissioner's Office (ICO) at www.ico.org.uk, regardless of whether you contact us first.

INFORMATION FOR CANDIDATES

Please do not email passports, National Insurance numbers, criminal-record certificates or detailed medical evidence unless we request a specific item through a secure, justified process. Any permission to share your CV is recorded separately for each named hiring organisation.

Document control: Version 1.0 | 04 November 2026 | Controller: Andrew Metcalf. Publish alongside Candidate Registration & Data-Sharing Choices (Document 05).