

Privacy Policy

ITEK Group Ltd (“we”, “our”, “us”) respects your privacy and is committed to protecting your personal data. This policy explains how we collect, use and safeguard information when you visit www.itekgroup.co.uk or otherwise interact with us.

1. Who we are

ITEK Group Ltd is registered in England & Wales.

We are a recruitment and consultancy business specialising in SAP and IT talent solutions.

2. Information we collect

- Contact details (name, email, phone, company) when you fill in our forms or contact us.
- Candidate data (CV, work history, skills, right-to-work documentation).
- Client data (business contact details, job requirements, contracts).
- Technical data (IP address, browser type, analytics cookies).

3. How we use your information

- To provide recruitment and consultancy services.
- To match candidates with suitable roles.
- To manage client and supplier relationships.
- To comply with legal or regulatory obligations.
- To improve our website and services.

4. Lawful Basis for Processing

We only process personal data where we have a lawful basis under the UK GDPR.

The lawful basis we rely on depends on the type of data and purpose of processing:

<u>Data Type</u>	<u>Purpose</u>	<u>Lawful Basis (UK GDPR Art. 6)</u>
Candidate data (CVs, work history, right-to-work docs)	Assessing suitability for roles and sharing profiles with potential employers	Legitimate interests – running a recruitment business and matching candidates to opportunities.
Client contact data	Communicating about vacancies, contracts and services	Contractual necessity – processing needed to deliver our services.
Marketing data (e-mail/newsletter subscriptions)	Sending updates or service information	Consent – freely given and withdrawable at any time.
Payroll / finance records	Invoicing, payments, HMRC reporting	Legal obligation – compliance with tax and employment laws.
Website / technical data (IP, cookies)	Operating and improving our website	Legitimate interests – ensuring site functionality and analytics (subject to cookie consent)

5. Data sharing and transfers

We may share data with:

- Clients seeking candidates.
- Payroll and compliance providers.
- Cloud-based CRM and email systems hosted in the UK or EEA.

We never sell personal data.

5.1 International Transfers

Some of our technology providers may store or process data outside the United Kingdom or European Economic Area (EEA), for example cloud platforms such as Microsoft, Google, or LinkedIn.

When this happens, we ensure that adequate safeguards are in place to protect your personal data, including:

- UK Government or EU adequacy decisions (where available), or
- Standard Contractual Clauses (SCCs) approved by the Information Commissioner's Office (ICO).

6. Data retention

Candidate data is retained for up to 5 years from last contact, unless you request earlier deletion.

7. Data Controller Identity & Contact

ITEK Group is the data controller for the purposes of the UK General Data Protection Regulation (UK GDPR).

You can contact our Data Protection Officer at ian.godoroja@itek-group.co.uk

8. Your rights

You may request access, correction, deletion, or restriction of your personal data, or object to processing. Requests can be made by email. We respond within one month in accordance with UK GDPR.

Contact: ian.godoroja@itek-group.co.uk

If unsatisfied, you can complain to the Information Commissioner's Office (ICO) – www.ico.org.uk.

9. Security

We use secure cloud platforms, password protection, and encrypted storage to safeguard your data.

10. Changes to this policy

Updated regularly to ensure compliance with applicable laws and business practices.