

## Privacy Policy

SSR is committed to good practice, professionalism and integrity in our recruitment business. We protect the privacy of our clients and candidates and treat all dealings with us in the strictest confidence, whether through this website, on the telephone or through one of our branches.

Candidates who submit their details via this site are assured that we only gather information necessary to aid the recruitment process and to understand the profile of our customers and web site users to monitor and improve our service. By registering your details on this site you consent to us collecting personal information for the purpose of disclosing this information to potential employers and clients in our recruitment process. Or to contact you with marketing and job alerts.

All personal data such as name, address, email address, work history and education are gathered purely for this purpose and held on secure servers. In order to comply with The Conduct of Employment Agencies and Employment Businesses Regulations 2003, we are obliged to hold relevant data for a period of one year after its creation or one year after the date on which we last provided our services to our clients or candidates. After a period of non-usage we will contact you and ask you if you want to keep your details on our database.

We will not disclose your personal data for any reason than that directly relevant to the recruitment process or as required by law and in line with the Data Protection Act 1998. We are registered with the Information Commissioner's Office and our registered number is Z779898X. ICO (Information Commissioner's Office)