



✉ hello@brightlightrecruitment.com

☎ +44 7956779073

Privacy Policy

This policy governs the manner in which Bright Light Recruitment Ltd collects, uses, shares, maintains and discloses information collected from candidates and clients from social media platforms, mobile telecommunication and www.brightlightrecruitment.com. This applies to all products and services offered by Bright Light Recruitment Ltd.

Please ensure that you do read this policy (privacy policy) and any other similar notices that we may provide, either via our website, social media or attached to emails via hello@brightlightrecruitment.com.

Who collects the information?

Bright Light Recruitment Ltd (company) is deemed the Data Controller who gathers and uses certain information about you.

Data Protection Principles

Bright Light Recruitment Ltd will comply with the following data protection principles when processing personal information:

- We will process personal information lawfully, fairly and in a transparent manner
- We will collect personal information for specified, explicit and legitimate purposes only, and will not process it accordingly
- We will process the personal information that is adequate, relevant and necessary
- We will ensure accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information is deleted or corrected
- We will keep personal information in the form which permits identification of data subjects for no longer than necessary
- We will take appropriate technical and organisational measures to ensure that personal information is kept secure and protected against unauthorised or unlawful processing
- We seek to ensure that all personal information collected is proportionate

Data collected – why, what for and how do we use it?

For Bright Light CV Services

How do we collect this	Why do we collect this	How do we use and share it
From you	Legitimate interest to progress with the service offered to upgrade, change and improve your CV and LinkedIn profile	Same as why we collect it, we do not share it with anyone unless we have your permission to – this would purely be to forward to your CV to another recruiter or interested party in sourcing you

		employment. An Acknowledgement of Representation agreed by you will be on file in all such circumstances
From Social Media Platforms and www.brightlightrecruitment.com	To provide you with information on the products and services that we offer	We do not share this information with any 3 rd party, we use this information for marketing purposes where you can invoke your right to be removed from our database

For Bright Light Recruitment

How do we collect this	Why do we collect this	How do we use and share it
From you, Bright Light Recruitment completed application forms, interview notes, telephone conversations and emails, CV, social media interaction	Legitimate interest to conduct a fair assessment and complete our recruitment process, to make informed decisions on how Bright Light Recruitment can best represent you in finding employment	To make an informed recruitment decision and assess which type of positions you would be suitable for, sharing this with our clients and prospect clients and recruiters to find you employment. Underpinned by a signed or e-signed Acknowledgement of Representation
From you – additional certificates, references, identity documents, DBS, Barred List checks, overseas police clearance, salary expectations, test results, assessments and courses	Legitimate interest to conduct a fair assessment and complete our recruitment process, to make informed decisions on how Bright Light Recruitment can best represent you in finding employment	To make an informed recruitment decision and assess which type of positions you would be suitable for, sharing this with our clients and prospect clients and recruiters to find you employment. We will always confirm with you what data, personal information we send to clients or prospect clients or recruiters

How long do we keep your information for?

We retain candidate and client information for 10 years

Monitoring and recording communications

We will monitor and record communications with you such as telephone conversations and emails for quality assurance, training and compliance purposes. For Bright Light CVs – so that we can upgrade your CV as agreed.



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Google analytics – we use google analytics to analyse the use of your website. Statistical information is generated and used for report generation. Google will also store this information. Googles privacy policy is available on their site.

You may find advertising on our website or social media pages relating to partners, suppliers, advertiser and sponsors. We do not control the content or links once you have clicked through and left our site. These sites may have their own policies in place.

Marketing

We would like to send you information by email, telephone, WhatsApp, text message, social media messages about our services which may be of interest to you.

If you would not like to receive any such interaction or marketing from us, please email us on hello@brightlightrecruitment.com advising your preference.

When sending your information out of GDPR safe countries

If we have been informed by a clients or candidate that any data will be going to a country that is not covered by GDPR regulations, we will ensure to get your consent before sending any of your information to them.

If your information is opened by a client or a candidate when they are visiting a GDPR unsafe country and Bright Light Recruitment Ltd were not informed before then Bright Light Recruitment Ltd cannot be held responsible.

Your right to access the information we hold on file for you

You have the right to request information we hold on file for you. Some information may remain confidential. You also have the right to be forgotten and totally removed from our records.

You must put this request in writing and reserve the right to respond within a 30-day working period.

Address your request in writing to:

Data Protection Officer

Bright Light Recruitment, 182 Bramingham Road, Luton, Bedfordshire, LU3 2DA

Changes to this policy

Bright Light Recruitment Ltd has the discretion to update this policy at any time. We encourage all users to regularly check for any changes in order to stay informed. You acknowledge and agree that is your responsibility to check, review and read this privacy policy

Your acceptance of these terms

By using this site, you signify your acceptance of this policy. If you do not agree to this policy, you will not use our website. Your continued use of our site signifies your continued agreement of this policy.

Bright Light CVs – by sending us your CV and engaging with Bright Light Recruitment to upgrade your CV and LinkedIn profile, you are also agreeing to this policy. If you do not agree to this policy, send your request to be forgotten to hello@brightlightrecruitment.com