

## **Privacy Policy**

Strength Point Limited ("we," "our," "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your information when you use our services, including recruitment and cleaning services across the UK.

- 1. Information We Collect We may collect and process the following data about you:
- Personal Information: Name, address, email address, phone number, date of birth, and identification documents.
- Employment Information: CV, employment history, qualifications, and references.
- Financial Information: Bank details for payroll purposes.
- Communication Data: Records of your interactions with us.
- 2. **How We Use Your Information** We use the information we collect for the following purposes:
- Recruitment Services: Matching candidates with job opportunities.
- Cleaning Services: Managing client contracts and staff assignments.
- Payroll and Invoicing: Processing payments and managing accounts.
- Compliance: Adhering to legal and regulatory obligations.
- 3. **Legal Basis for Processing** We process your data based on:
- Contractual Obligations: To fulfill agreements with you.
- Legitimate Interests: To manage and improve our services.
- Legal Compliance: To meet legal and regulatory requirements.
- 4. Data Sharing We may share your data with:
- Clients: For recruitment purposes with your consent.
- Service Providers: Third parties assisting in service delivery.
- Legal Authorities: When required by law.
- 5. **Data Retention** We retain your personal data only as long as necessary for the purposes outlined in this policy or as required by law.
- 6. **Data Security** We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse.
- 7. Your Rights You have the following rights:
- Access: Request access to your personal data.
- Correction: Request corrections to inaccurate data.



- Deletion: Request the deletion of your data.
- Objection: Object to data processing based on legitimate interests.
- Data Portability: Request a transfer of your data.
- 8. **Contact Us** If you have any questions about this Privacy Policy or your data, contact us at:

Strength Point Limited

Info@strengthpointlimited.co.uk

We reserve the right to update this Privacy Policy from time to time. Please review it periodically for changes.

Last updated Date: March 2024

By whom: Tresheka Walker

Title: Managing Director