

Data Retention Policy

Progress Recruitment Solutions Ltd is dedicated to providing excellent service to both our Candidates and Clients.

We understand that everyone has rights regarding how we store, process, store and dispose of their Personal Information. Our Policy is subject to the legal safeguards outlined in the GDPR Legislation as well as the original Data Protection Act 1998.

Progress Recruitment Solutions Ltd are a specialist recruitment agency and use a specific in-house CRM system to manage your recruitment journey. Our CRM system is only accessible via individual logins, and will only be accessible by our Management Team, Recruitment Executives and Administrative Team, as well as our IT Provider.

We have put in place a retention policy to ensure that we are treating your Personal Data fairly and legally, we will remove any Data where we have not been in contact with you for over 5 years, or where you have requested the removal of your information from our database. The Database on our CRM System will be checked on a weekly basis to ensure that the above is completed.

To clarify, the length of time we will keep Personal Data will be (after no contact/renewed contact/or work providing activity has been offered);

- CV/Registration Records – 5 years +1 week from date of creation
- Non Registration Records – 5 years +1week from date of creation
- Client Records – 5 years +1 week from date of creation

Should you wish for your Personal data to be removed from our database, please contact Natasha Robson, Compliance and Partnerships Manager, on Natasha@progressrecruitment.co.uk with your request including;

- Full Name
- Address
- Reason for Removal Request

Progress Recruitment Solutions Ltd will continue to review this policy to ensure that it is still compliant with the current GDPR Legislation and will be reviewed on an Annual Basis.