



## Green Orchard Recruitment Ltd – GDPR Candidate Agreement (Candidate Policy)

Last Updated: 14<sup>th</sup> February 2022

Upon registering with Green Orchard Recruitment Ltd, your details will be stored securely in our cloud based database, Firefish for 5 years. After this period, you can choose to remain on our database or opt out and ask to be removed from our system.

The data that Green Orchard Recruitment Ltd will store securely will include your mobile number, email address, social media contact information, CV, and any subsequent information relevant to your jobs search including salary, notice period and role expectations.

Green Orchard Recruitment Ltd will store your data in order to provide our recruitment services to you, to match your details to the most suitable job vacancies, and to ensure that when you are ready to seek a new role in the market we have all of your contact information available to allow us to act in your timeframe.

Green Orchard Recruitment Ltd will never share your information or data with any third party without your express permission. You must make us aware of any changes to this data so we can update our records accordingly.

The accuracy of your information is important to Green Orchard Recruitment Ltd. At any stage, via accessing the candidate portal, you can update your personal details and preferences and choose to opt-out of marketing from us which may include details of new job vacancies and industry trends.

If you would like to be removed from our database and for your data to be deleted, please contact us.

This candidate policy is written without prejudice and is available online and also by contacting us at [info@greenorchardrecruitment.co.uk](mailto:info@greenorchardrecruitment.co.uk).