**Privacy Policy**

**Who are DS Recruitment & HR Services Ltd?**

Dshumanresources.co.uk is the internet domain for DS Recruitment & HR Services Ltd of PO Box 10405, Bingham, Nottingham, NG13 8JW who are registered as an Employment Agency providing Permanent Recruitment Services.

The uses of holding and giving information:

At DS Recruitment & HR Services Ltd we are 100 per cent committed to protecting your security and privacy. This site has security measures in place to help protect the loss, misuse and alteration of the information under our control. Information supplied to DS Recruitment & HR Services Ltd will be treated with respect and in accordance with all applicable UK Data Protection legislation currently in force. Information will only be used by us for the purposes that you have agreed to.

**Client Information:**

Any information provided to DS Recruitment & HR Services Ltd via this website will be used for the sole purpose of identifying job vacancies and skills requirements, from existing or new clients.

Client information will only be available to DS Recruitment & HR Services Ltd employees and potential placement candidates.

**Candidate Information:**

Any information provided to DS Recruitment & HR Services Ltd via this website will be used for the sole purpose of finding suitable candidates, for temporary or permanent job vacancies, as required by our clients. Information will also be used to administer any candidate placement; this includes the completion of

contracts, timesheets, payroll and invoicing administration and any other administration that may be deemed necessary.

Candidate information will only be available to DS Recruitment & HR Services Ltd staff and clients, for the purposes of matching a suitable candidate with an available placement. Permission will be obtained before information is disclosed to clients.

**Disclosures:**

Unless prior permission has been obtained from a visitor to our website, information will not be given to any third party except to comply with the law or to protect the safety of DS Recruitment & HR Services Ltd employees, third party employees or members of the public.

Client and Candidate information may be circulated within DS Recruitment & HR Services Ltd for the purposes of meeting client needs and placing staff appropriately. Information will not be disclosed to third parties without prior consent. If you do not want information circulating within DS Recruitment & HR Services Ltd, please e-mail or write to DS Recruitment & HR Services Ltd so our records can be amended accordingly.

DS Recruitment & HR Services Ltd reserve the right to contact e-mail registered users to inform them of potential candidates or vacancy details. In addition DS Recruitment & HR Services Ltd may advise website users from time to time in relation to service issues, this includes but is not restricted to, added service features, site inaccessibility or to prevent the transmission of 'viruses'.

**Use of Personal Data**

Read our [Personal Data Policy](https://www.linsco.com/special-pages/data-privacy-policy) and see how we process your data.